

**CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN COMPETITIVE AND PROMOTIONAL CIVIL SERVICE
EXAMINATION FOR:
TAX ASSESSOR**

Salary: \$74,287.39

Applications must be received on or before 4:30 PM, Friday June 24, 2022, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded from www.cranstonri.gov Completed applications must be submitted to the Personnel Department by:

- 1. Fax: (401) 780-3362**
- 2. Email: awhite@cranstonri.gov**
- 3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910**

*****Zip recruiter candidates must also submit the City of Cranston application to be considered for the position. The time and place of the examination will be announced by email. You must provide an active email address that you regularly monitor for messages.***

Overview:

This is responsible work involving the assessment and recording of real and personal property valuations by established professional appraisal methods and in accordance with Rhode Island law.

This work is performed in accordance with the general policies and directions of the Director of Finance. However, an employee in this class uses independent judgment in deciding the technique of appraisal and the reliability of the information obtained. Final assessments are subject to review for omissions, inconsistencies, and deviations from uniform assessment standards. Administration, supervision, and direction in matters of policy are received from the Director of Finance.

This work is also managerial in nature. The City Assessor supervises the Assessment Division and follows established guidelines and policy for office staff.

General Duties and Responsibilities:

Assesses real and personal property in accordance with Rhode Island law. Assists in field inspection of residential properties and interviews property owners. Lists personal property which is subject to tax. Appraises real property. Appraises taxable

personal property based on estimates of inventory on hand. Appraises commercial and industrial property. Checks parcels of land for improvements. Reappraises where changes in size and improvement of land pattern and use have been made. Checks mortgages and deed registries. Notes changes in ownership. Prepares tax roll and annual certifications thereof noting unpaid taxes due to the municipality. Establishes and supervises record systems attendant to function of tax assessment.

Prepares reports. Helps prepare ordinances and resolutions for the City Administration and City Council. Oversees State mandated revaluations. Prepares necessary reports mandated by the State. Prepares specification and/or RFP for State mandated revaluations. Monitors State legislation as it pertains to taxation.

Consults with Tax Assessment Board of Review as it pertains to appeals filed. Oversees farms, forest, and open space assessment. May be required to attend monthly City Council Finance meetings when abatements are on the docket. May be required to attend City Council meetings when legislation pertinent to the Assessment Division is on the docket. Assists office staff with taxpayer inquiries. Perform related work as required.

Experience and Training:

Extensive knowledge of real and personal property values in the municipality. Extensive knowledge of the principles, practices, and methods of estimating property values for assessment purpose. Ability to make estimates of real and personal property values for assessment purposes and to analyze and interpret records incidental to the assessment function. Ability to conduct the assessment operation with an objective attitude. Ability to establish and maintain creative working relationships with associates and with the public. Ability to organize, layout and supervise the work of a large clerical staff.

Qualifications:

Experience in estimating and appraising property values, both real and personal. Graduation from both a standard high school and recognized college or university with a major course work in Business Management or a related field. Some training or experience in records management and employee supervision. Membership in professional association (IAAO) and possession of Certificate of CAE required. In service training in municipal finance administration and supervisory techniques. R.I. Certified Assessor designation required.

Examination:

The examination shall consist of an oral exam. The weight of this examination shall be 100%, and the minimum passing grade shall be 70%. Qualified applicants will have appropriate seniority points added to a passing score.

Preference:

Honorably discharged active duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

Veterans' dates for active duty war veterans are as follows:

- December 7, 1941 - December 31, 1946
- June 27, 1950 - January 31, 1955
- July 1, 1958 - January 1, 1959
- August 5, 1964 - May 7, 1975
- August 20, 1982 - December 31, 1987
- December 20, 1989 - January 31, 1990
- August 2, 1990 - May 1, 1994
- September 18, 2001- A period prescribed by law, an Act of Congress or Presidential Proclamation.
- October 16, 2002- A period prescribed by law, an Act of Congress or Presidential Proclamation.

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

*The City of Cranston encourages diversity in its workforce.
We are an Equal Employment Opportunity Employer.*