

# POSITION DESCRIPTION

## TOWN OF GRAY, MAINE

**POSITION TITLE: DEPUTY ASSESSOR**  
**DATE CREATED/REVISED: 2/2024**

**Classification:** Regular Full Time – Salary Exempt

**Narrative:** This is a position of high responsibility and integrity in the Assessing Department involving all aspects of the assessment process, including complex clerical and administrative work, maintenance of records necessary in administering the assessment function and other tasks as required for the operation of the Assessor's office. Individuals in this position will have frequent contact with the public as well as with other employees and Town Officials (as applicable). All work must be performed in accordance with State law, Town of Gray policies/ordinances/previously established procedures and requires attention to detail, sound judgement and the ability to work effectively with others as well as independently.

**Supervision:** Supervision is provided to this position by the Assessor.

### POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Communicates and corresponds with taxpayers and the public concerning:
  1. General and specific inquiries
  2. Research concerning properties, valuations, and general tax assessment procedures
  3. Interpretation and explanation of maps and assessing records
- Receives and processes address change requests and other necessary updates for the Assessing Department
- Performs on-site inspections for all new and improved property
- Assists with the cyclical assessment updates
- Receives and/or processes exemption applications for review by the Town Assessor
- Reviews tree growth, farmland, and open space applications
- Processes all new and existing business personal property accounts including qualified BETE/BETR exemption accounts
- Processes real estate transfers and records changes in TRIO
- Processes abatements and supplementals as required by the Assessor
- Assists in the preparation and review of Assessing reports as requested
- Assists in the review of legal documents such as Assessor's warrants, the County warrant, and school district warrants
- Assists with the Municipal Valuation Return
- Works with the State auditor to create reports for the annual audit

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- Assists in the maintenance of all property cards and assessment files
- Maintains regular, predictable, and reliable attendance
- Places an emphasis on safety, efficiency, quality, and productivity
- Performs other related duties as required

### POSITION REQUIREMENTS/QUALIFICATIONS

#### Education & Experience

##### Minimum Education Required:

- High School Diploma       G.E.D/High School Equivalent       Associate Degree  
 Bachelor's Degree       Advanced Degree

##### Prior Experience Required:

Three to five years of direct experience in this position or directly related to the field, or a satisfactory equivalent in the estimation of the Town. Must be a Certified Maine Assessor (CMA) or be able to successfully complete training and certification within two (2) years of date of hire. Must be willing to attend courses and training programs to attain and/or maintain CMA certification. Must possess a valid State of Maine motor vehicle license in good standing and have the use of a personal vehicle during normal working hours

#### Knowledge, Ability, Skills

- Proficient in the use of computers and related software applications. Experience with Microsoft Word programs with a focus on Excel experience with Assessing-related programs preferred
- Ability to quickly acquire working knowledge of administrative, operational, and procedural regulations and practices of the Assessing department
- Ability to maintain a thorough knowledge/understanding of State regulations and Town ordinances/previously established procedures as they relate to operations in the Assessing Office
- Strong attention to detail
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public
- Considerable public relations and interpersonal skills
- Ability to communicate effectively both verbally and in writing
- Ability to maintain records, assemble and organize data and prepare reports
- Ability to manage time and responsibilities effectively to perform all duties as required/requested
- Ability to work independently as needed

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### Physical Requirements/Other:

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> throughout facility <input type="checkbox"/>					
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> see                            | <input checked="" type="checkbox"/> hear                            | <input type="checkbox"/> distinguish color                            |
| <input type="checkbox"/> work in diminished lighting               | <input type="checkbox"/> make critical decisions                    | <input checked="" type="checkbox"/> perform in fast-paced environment |
| <input checked="" type="checkbox"/> speak                          | <input type="checkbox"/> work at a set pace/rate                    | <input checked="" type="checkbox"/> remember accurately               |
| <input checked="" type="checkbox"/> work under deadlines           | <input checked="" type="checkbox"/> perform multiple tasks          | <input checked="" type="checkbox"/> work independently                |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions |   |
| <input type="checkbox"/> other:                                    |   |   |

**Acknowledgement**

I have received a copy of this position description and having reviewed it, agree with its description and requirements, and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_