

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: APPRAISAL TECHNICIAN
DEPARTMENT: ASSESSING
REPORTS TO: DIRECTOR OF REAL ESTATE ASSESSMENTS

JOB CODE:
DATE: 2/08

JOB SUMMARY:

Ensures that records and tax maps include current and accurate information. Produces the annual tax base for the city.

ESSENTIAL JOB FUNCTIONS:

Assists taxpayers regarding tax bills and property record cards; explains information on assessment cards; explains the guidelines for exemptions; hands out appeal forms and explains information required on the form.

Processes deeds; receives and identifies property; enters property transfers in Vision; notifies the tax office of sales; runs sales book reports; reports transfers with exemptions; creates and sends files to Vision to update the Web site with new owner and value changes.

Determines new map block lots and title numbers; updates the map book with new lots; creates the data collection form (DCF); creates new parcels; creates condo mains, neighborhoods, and complexes; prints cards for values to be updated; updates GIS.

Updates ownership based on documentation.

Transfers updated accounts from the appraisal file to the tax file for billing use; proofreads reports of changes of ownership, mailing addresses, and exemptions.

Sets up and prints reports as needed.

Updates addresses as assigned by the engineering department; updates maps, Vision, and Excel files.

Enters building permit information into Vision and generates cards.

Performs data entry for parcel changes, values, and building sketches.

Researches and prepares Department of Revenue Administration (DRA) sales ratio study.

Verifies assessment totals between Vision and Maps.

Prints cards for lot consolidations; combines the lots on the tax map; transfers information from the lot to be deleted to the surviving lot including title numbers, lot size, and deed transfers; notifies the tax office and GIS of deleted parcels.

Files; prints cards; communicates with Vision.

Oversees the input and updating of assessing data of the GIS and coordinates with other user departments on the system.

Performs general assessing office work, including annual paperwork on warrants and jeopardy assessments; responds to assessing inquiries from the general public.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Calculator	Typewriter
Multi-Line Telephone	Copier	Adding Machine
Engineer's Scale		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

State of New Hampshire RSA governing taxes, exemptions, and assessments.

Assessment practices.

Maps, deeds, laws, and the city layout.

CAMA systems, including Vision.

Skill in:

The operation of automated information management systems, including GIS.

Mental and Physical Abilities to:

While performing the essential functions of this job the employee is frequently required to sit at a desk or table.

Working Conditions:

The incumbent's working conditions are typically quiet.