

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: DEPUTY ASSESSOR  
DEPARTMENT: ASSESSING  
REPORTS TO: REAL ESTATE ASSESSMENT DIRECTOR**

**JOB CODE: 8012  
DATE: 02/08**

**JOB SUMMARY:**

Performs technical and supervisory activities associated with updating and maintaining the City's tax assessment file and the creation of the tax billing file.

**ESSENTIAL JOB FUNCTIONS:**

Appraise real property using established appraisal methods, principles, and techniques. Calculates property values utilizing appraisal software; reviews base rates, depreciation schedules, cost factors and market factors used to maintain equitable assessments of vacant, residential, commercial, industrial and apartment properties; analyzes market influences; estimates values utilizing income approach and mass appraisal techniques; correlates value estimates into logical conclusions.

Visits subject sites; draws detailed sketches and calculates square footage of property; interviews property owners; acquires rental information, vacancy rates, performs interior inspections; records list of pertinent structural characteristics; evaluates quality and condition of subject properties; determines models, style, story heights; records visit history, performs site inspections and evaluation of new lots and subdivisions. Property inspection categories include: existing structures, building permits, new construction, and current transfers.

Researches information at the Registry of Deeds, financial institutions, brokers, buyers, sellers, MLS, appraisers, etc., to establish ownership histories, to determine validity of "arms length" transactions, financing information, rental information, etc. Interviews appropriate individuals to determine condition of property at time of sale.

Analyzes income and expense statements to determine market trends and validity of reported income, expenses and vacancies. Conducts assessment/sales ratio analysis; performs proper performance testing using basic statistical techniques. Investigates problem areas (inequitable or improper valuation claims); determines corrective measures; implements corrective measures; auditing of equitable assessments through statistical testing and mathematical computations using spreadsheet applications, mass appraisal software, and other calculating devices.

Processes requests for abatements from taxpayers or their agents; reviews applications for evidence of improper assessment, checks appraisal card data for accuracy, reviews comparable sales, equitable valuations of similar properties, appraisals, and researches market sales and income of comparable properties; documents findings and makes recommendations to deny or grant abatement to Director and Board of Assessors.

Appraises property as necessary in defense of assessments (requires thorough understanding of sales, cost and income approach to value).

Carries out supervisory responsibilities in accordance with City policies, procedures, and applicable laws including: interviewing, training, planning, assigning, and directing work; appraises performance; addresses appraisal staff complaints and resolves problems.

Answers questions, composes written correspondence; provides information regarding real property, interprets property record cards, arranges appointments, collects and organizes submitted data, answers telephone inquiries, reports to and updates Director on status of all projects. Assists in preparation of the MS-1 form, warrants, and other documents necessary to determine tax rate.

Temporarily acts as Director in his/her absence.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer	Calculator	Motor Vehicle
Tape and Roller Wheel	Telephone	Scales
Camera	Legal Documents and Maps	Construction Plans
Appraisal and Cost Schedules		

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor degree in Economics, Business Management, Public Administration, or other related field; and, five years of experience in appraisal, real estate work, and/or real property appraisal 3 years of which shall be in revaluation; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

Department of Revenue Administration Certified Property Assessor Supervisor, as revised.

Certified New Hampshire Assessor

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and various techniques of real and personal property appraisal. Using the cost, market and income approaches to value.

Modern construction materials, costs, and workmanship.

State and local tax assessment and collection laws and City zoning laws.

CAMA Programs.

Real estate and commodity values.

**Skill in:**

Typing and operation of computer keyboard in order to enter and retrieve data.

Develop and use appraisal and cost schedules and manuals.

**Mental and Physical Abilities to:**

Analyze factors which influence the value of real and personal property, and to make appropriate appraisals.

Make accurate mathematical computations and tabulations.

Communicate effectively, both orally and in writing.

Give directions and gain compliance from subordinates.

Establish and maintain effective working relations with the general public, other department heads, officials, and subordinates.

Prepare detailed reports with recommendations.

Read tax maps and legal descriptions.

Work with mathematical concepts such as probability and statistical inference, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Define problems, collect data, establish facts, and draw valid conclusions.

While performing essential functions of this job, employee is regularly expected to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; bend at waist; talk or hear; and lift and/or move negligible amounts of weight.

Specific vision abilities required for this job include: close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

**Working Conditions:**

While performing essential functions of this position, employee is regularly exposed to outdoor weather conditions. Incumbent's working conditions are typically moderately quiet.