



JOHN L. SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION:</b> ASSESSMENT TECHNICIAN II	<b>PAY RANGE:</b> \$1,901-2,337 Bwkly	<b>CLASSIFICATION/ GRADE:</b> T-3	<b>EEOC</b> Tech.
<b>LOCATION:</b> Assessor's Office Town Hall	<b>APPLY BY:</b> 4:30 p.m. April 26, 2011	<b>APPLY TO:</b> Town Manager 131 Cedar Street Newington, CT 06111	

### ESSENTIAL FUNCTIONS:

- Organizes, directs, and participates in the development, maintenance, quality control and utilization of the Town's Computer Assisted Mass Appraisal System (CAMA).
- Performs queries of the data base to assist the Assessor with projections and presentations.
- Extrapolates data from many data bases and performs analysis using Microsoft Access.
- Performs a variety of administrative management information, writing reports, and administering record keeping functions.
- Researches and develops procedures, policies, work instructions and work methods to more economically and efficiently utilize information, time, and equipment.
- Prepares the personal property data base.
- Utilizes the assessment administration data base.
- Assists with motor vehicle valuation.
- Meets and/ or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town.
- Prepares statistical information of vast complexity for supervisor.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited four year college or university, and
- One (1) year experience in an Assessor's office with some course work toward a Certified Connecticut Municipal Assessor designation; or
- Any combination of training and experience which provides a demonstrated ability to perform the duties of the position.
- Experience with Microsoft Excel, Word, and Access

**See attached Job description for other duties and qualifications.**

**Formal Town application required; available from Town Manager's office or under "Employment" on Town's website, [www.newingtonct.gov](http://www.newingtonct.gov)**

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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