



Job Description – Part-Time Town Assessor

- **Property Valuation & Field Inspections**

- Perform on-site physical inspections of properties with recent building permits, new construction, additions, or demolitions.
- Research comparable sales data, local market trends, and real estate transactions to execute sales validations.
- Apply standardized appraisal techniques (cost, market, and income approaches) to determine the fair market value of residential, commercial, and agricultural properties.

- **Grand List Management & Record Keeping**

- Compile, update, and file the town's official annual Grand
- Process state-mandated programs such as Homestead Declarations, Current Use (Use Value Appraisal Program) alterations, and local tax exemptions.
- Maintain extensive database files, digital property record cards, tax maps, and GIS-based parcel data.

- **Grievance Hearings & Legal Appeals**

- File the preliminary Grand List and formally publish notices regarding upcoming local tax grievance periods.
- Organize, attend, and present objective evidence during local Board of Listers or Selectboard grievance hearings.
- Defend town property valuations if a taxpayer appeals to the local Board of Civil Authority (BCA), the State Board of Appraisers, or the Vermont Superior Court.

- **Public Relations & Advisory Support**

- Maintain scheduled office hours to assist property owners, real estate appraisers, attorneys, and title searchers.
- Explain complex assessment processes, valuation metrics, tax mapping, and Vermont property tax statutes to the public.



Requirements and Qualifications

- **State Certification:** Must hold or be actively working toward state certification through the [Vermont Property Assessor Certification Program \(VPACP\)](#) administered by the Division of Property Valuation and Review (PVR). Hiring preferences target individuals holding a minimum of a **Vermont Property Assessor II (VPA II)** certification.
- **Education & Experience:** A bachelor's degree in business, finance, or public administration is highly preferred, or an equivalent mix of 2 to 4 years of professional experience in property appraisal, real estate tracking, or municipal assessment.
- **Technical Skills:** Strong technical proficiency in Microsoft Excel and municipal Computer-Assisted Mass Appraisal (**CAMA**) software systems. Familiarity with local Geographic Information Systems (**GIS**) mapping tools is heavily utilized. Familiarity with New England Municipal Resource Center (**NEMRC**)
- **Travel & Physicality:** A valid driver's license and a reliable personal vehicle are required to travel throughout the town for outdoor, multi-terrain field property inspections across varying weather conditions.

Employment Structure and Hours

Depending on the town's size, the structural layout varies significantly:

- **Part-Time / Contracted:** Currently the role is for 8 hours weekly. Some additional time can be possible during the spring Grand List filing and summer grievance period.