

TAX ASSESSOR
POSITION DESCRIPTION

NATURE OF THE WORK - SUMMARY OF DUTIES AND RESPONSIBILITIES:

The professional in this highly responsible administrative position listed in the Tiverton Town Charter (Section 604, Tax Assessor), is responsible for the essential assessing and appraising processes in the Town.

Per the Town Charter, the Duties and Responsibilities of the Tax Assessor shall be:

1. The fixing of an assessed valuation for the purposes of taxation on all taxable real estate and personal property.
2. The preparation of an assessment and tax roll for the Town in the manner provided by law and ordinance.
3. Conducting a periodic revaluation of the Town as required by law, and shall be responsible for the discharge of all duties and responsibilities prescribed for tax assessors by State Law.

In addition to the Town Charter requirements, the professional Tax Assessor shall:

Supervise and be responsible for the fixing of an assessed valuation for purposes of taxation upon all real estate and all taxable personal property including motor vehicles;
Apply to or apportion upon the assessed valuation of real estate and personal property the amount of tax ordered to be levied or imposed thereon;
Prepare all regular and special assessment rolls and a tax roll for the town in the manner provided by law;
Establish a uniform and equitable system for assessing all classes and kinds of property;
Prepare tax maps and land value maps;
Give such notices of assessments and taxes and to perform such other duties as may be required by law;
Assess all property, real and personal, in compliance with Rhode Island General Laws and the public trust as of December 31 of each year;
Maintain property record cards;
Field inspect all building permits that may impact the fair market value of any and all properties;
Maintain and update all ownership changes of real estate (Chain of Title);
Prepare all evidence/documentation upon appeal of assessment. Assist the Tax Board of Review in the appeal process;
Maintain a sale verification procedure to ensure accurate data upon revaluation analysis;
Keep current on market trends including sales, market rent, and cost data;
Effectively communicate with other departments and the general public;
Prepare annual office budgets;
Attend Town Council meetings as necessary;
Oversee and direct Assessor's office staff;
Comply with all Town Ordinances and Rhode Island General Laws;
Adhere to state ethics laws and professional ethics such as U.S.P.A.P.;
Keep track of ownership changes;
Maintain maps of parcel boundaries;
Keep descriptions of buildings and property characteristics to date;
Administer personal property exemptions;
And perform any other function as required by the Town Administrator