

**CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE
EXAMINATION FOR
TAX ASSESSOR**

Salary Range: Minimum: \$61,046.77

Maximum: \$75,702.47

Applications must be filed on or before 4:30 PM, November 13, 2017, in the Office of the Personnel Director, Room107, Cranston City Hall, 869 Park Avenue, Cranston, RI 02910. Applications are available in the Office of the Personnel Director and on the Personnel webpage at: www.cranstonri.com. Time and place of examination to be announced.

DUTIES:

Assesses real property, personal property, and motor vehicles in accordance with Rhode Island law. Assists in field inspection of residential properties and interviews property owners. Lists personal property which is subject to tax. Appraises real property. Appraises tangible personal property based on estimates of furniture, fixtures and equipment. Appraises commercial and industrial property. Checks parcels of land for improvements. Reappraises where changes in size and improvement of land pattern and use have been made. Checks mortgages and deed registries. Notes changes in ownership, applies exemptions to qualified individuals or entities. Prepares tax roll and annual certifications thereof. Establishes and supervises records systems attendant to function of tax assessment.

Prepares reports. Helps prepare ordinances and resolutions for the City Administration and City Council. Oversees State-mandated revaluations. Prepares specifications and/or RFP for State mandated revaluations. Monitors State legislation as it pertains to taxation.

Attends monthly City Council Finance meetings when abatements are on the docket. Attends City Council meetings when legislation is pertinent to the Assessment Division is on the docket. Assist office staff with tax payer inquiries. Performs related work as required.

PREFERENCE:

Honorably discharged active duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

Veterans' dates for active duty war veterans are as follows:

- December 7, 1941 - December 31, 1946
- June 27, 1950 - January 31, 1955
- July 1, 1958 - January 1, 1959
- August 5, 1964 - May 7, 1975
- August 20, 1982 - December 31, 1987
- December 20, 1989 - January 31, 1990
- August 2, 1990 - May 1, 1994
- September 18, 2001- A period prescribed by law, an Act of Congress or Presidential Proclamation.
- October 16, 2002- A period prescribed by law, an Act of Congress or Presidential Proclamation.

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

EXAMINATION:

The examination shall consist of written and oral examinations. Weights shall be 70% on the written test and 30% on the oral test. The minimum passing grade shall be 70%. Qualified applicants will have appropriate seniority points added to a passing score.

QUALIFICATIONS:

Extensive knowledge of real and personal property values in municipality. Extensive knowledge of the principles, practices and methods of estimating property values for assessment purposes. Ability to make estimates of real and personal property values for assessment purposes and to analyze and interpret records incidental to the assessment function. Ability to conduct the assessment operation with an objective attitude. Ability to establish and maintain creative working relationships with associates and with the public. Ability to organize, layout and supervise the work of a large clerical staff.

DESIREABLE EXPERIENCE AND TRAINING:

Experience in estimating and appraising property values, both real and personal. Graduation from both a standard high school and a recognized college or university with major course work in Civil Engineering, Public Administration, Finance, or a related field. Some training or experience in records management and employee supervision. Possesses familiarity GIS mapping, Word, Excel, and other relevant software. Membership in professional associations (RIAAO), and RICA (Rhode Island Certified Assessor) designation. In service training in municipal finance administration and supervisory techniques.

