

Englewood

Human
Department

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

March 10, 2021

PLEASE POST

TO: All Interested Parties
FROM: Human Resources *DP*
SUBJECT: Tax Assessor Position

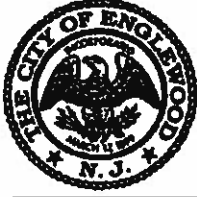
The City of Englewood is seeking a full-time Tax Assessor for the Finance Department

Salary is commensurate with experience.

Send resumes to: Daria Trumpet, Director of Human Resources
City of Englewood
PO Box 228
Englewood, NJ 07631

A complete job description is hereto attached.

cc: S. Alves-Viveiros
M. Kaufmann



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TAX ASSESSOR

DEFINITION

Under the general direction of the Chief Financial Officer performs and undertakes assessing activities of the City as prescribed by the Bergen County Board of Taxation and State of New Jersey; performs related work as required.

EXAMPLES OF WORK

- . Supervises and assigns work to the Assessment Staff
- . Determines assessed value for all land improvements
- . Places assessment values on all real estate in the City, in accordance with NJSA Title 54
- . Follows prescribed procedures set forth in Real Property Appraisal for New Jersey Assessors in the valuation of land, buildings and improvements, and in accordance with the City's zoning ordinance. Refers frequently to the Handbook for New Jersey Assessors and Assessors Law Manual for changes
- . Transmits notices: interviews owners regarding their assessment and contactors regarding subdivision
- . Prepares data and information for the Chief Financial Officer on all matters concerning the appraisal and assessment of property
- . Sets assessed value of all parcels in the City
- . Inspects interior and exterior of buildings, measures same and computes improvement values. Maintains property cards of all buildings
- . Inspects land, makes sales studies for comparable properties and determines land value. Maintains records of real estate sales and sales maps
- . Classifies all land and improvement appraisals; classifies and processes all deeds and sales

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- . Follows up all building permits issued to their disposition
- . Follows prescribed procedures under the New Jersey Homestead Tax Rebated requirements; administers the Farmland Assessment, Veterans Exemption and Senior Citizens Acts. Processes forms
- . Files all necessary forms with the County Board of Taxation and maintains related records as required by law
- . Reviews possible tax appeals with taxpayers
- . Maintains and compiles tax books annually. Files all data with the Data Processing Center. Is responsible for the preparation of the Added and Omitted Assessment Lists and Tax Duplicate annually, in a timely fashion, and other current assessment records and files
- . Advises the Chief Financial Officer with respect to assessment policies and procedures
- . Certifies list of property ignored to the Planning Board and Zoning Board of Adjustments according to the Municipal Land Use Law
- . Processes, investigates, writes reports and, if necessary, defends appeals made by taxpayers to County or State Courts. Works in cooperation with the City's Attorney in preparing the defense of tax appeals
- . Supervises the maintenance of essential records and files

QUALIFICATIONS

Education, Experience and Licenses

- . Certification as a Tax Assessor by the State of New Jersey
- . Must be certified by the State of New Jersey prior to holding a position of Assessor (Certified Tax Assessor)
- . Graduation from a four year course at an accredited college or university
- . Five years of experience in the valuation of property for tax or other related purposes

NOTE: Applicants who do not meet the above educational requirement, may substitute additional work experience on a year-for-year basis, in the area of appraisal or property tax assessment.

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Knowledge, Skills and Abilities

- . **Thorough knowledge of modern office methods, practices, routines, machines and equipment**
- . **Thorough knowledge of valuation of property for property tax purposes**
- . **Thorough knowledge of modern assessment principles, practices and procedures including sound mathematical background**
- . **Considerable knowledge of the problems involved in planning details of an established work program and in giving suitable assignments and instruction to individuals and groups. Supervises the performance of their work.**
- . **Wide knowledge of approved English, of comprising clear, concise and appropriate matters in accordance with established policies, procedures and regulation**
- . **Thorough knowledge of preparing and supervising the preparation of statistical and other reports containing findings, conclusions and recommendations**
- . **Thorough knowledge of supervising the establishment and maintenance of suitable records and files**
- . **Ability to comprehend modern office methods, practices, routines machines, equipment, internal organization, policies, procedures and regulations**
- . **Ability to organize assigned technical an supervisory work and develop effective work methods**
- . **Ability to give assignments an instructions to individuals and groups, provides them with advice and assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained, and that desired objectives are achieved**
- . **Ability to perform difficult and technical work of a varied nature**
- . **Ability to work harmoniously with subordinates, associates, superior officers and with that portion of the public interested in or concerned with the work of the unit**
- . **Ability to plan and revise procedures and methods**
- . **Ability to compose clear, concise and appropriated letters in accordance with established procedures and regulations**

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- . **Ability to give testimony before County and State Board and to appear in court if appropriate**
- . **Ability to prepare and supervise the preparation of clear, sound, accurate and informative reports, containing findings, conclusions and recommendations**
- . **Ability to supervise the maintenance of essential records and files**
- . **Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Communication may include such forms as American Sign Language or Braille**
- . **Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible**