

Town of North Providence

POSITION: TAX ASSESSOR

LOCATION: OFFICE OF THE TAX ASSESSOR

SALARY: \$70,000 to \$90,000 annually (Based on Experience)

DUTIES:

1. RESPONSIBLE FOR ESTABLISHING THE BID PROCESS FOR PRIVATE COMPANIES TO BID ON THE REASSESSMENT OF TOWN PROPERTY.
2. PREPARE TAX MAPS AND LAND VALUE MAPS.
3. PREPARE ANNUAL OFFICE BUDGETS AND ATTEND TOWN COUNCIL MEETINGS AS NECESSARY.
4. ASSISTS TAX PAYERS WITH CONCERNS, AND/OR PROBLEMS WITH THE ASSESSMENT OF REAL ESTATE, PROPERTY, MOTOR VEHICLE TAX AND TOWN PROPERTY.
5. WORKS IN CONJUNCTION WITH THE TOWN CLERK'S OFFICE ON CHANGES AND/OR TRANSFER OF PROPERTY.
6. RESPONSIBLE FOR ALL OF THE STATE'S MANDATED REPORTS ON THE TAXABLE VALUE OF THE TOWN'S PROPERTY, AS WELL AS REPORTS ON THE TAX ROLL.
7. PERFORMS PROPERTY ASSESSMENTS IN THE FIELD.
8. SUPERVISES THE TAX ASSESSMENT OFFICE AND THE ASSIGNED PERSONNEL.
9. PERFORMS OTHER DUTIES AS ASSIGNED.

QUALIFICATION:

1. MUST BE HAVE A BACHELOR'S DEGREE IN REAL ESTATE, FINANCE, ACCOUNTING, BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION OR RELATED FIELD.
2. AT LEAST FIVE (5) YEARS OF EXPERIENCE AS A TAX ASSESSOR, DEPUTY OR ASSISTANT TAX ASSESSOR IN A MUNICIPALITY OR STATE AGENCY PREFERABLY IN RHODE ISLAND, OR EQUIVALENT EXPERIENCE FOR AN APPRAISING COMPANY DOING LARGE-SCALE MUNICIPAL APPRAISALS.
3. POSSESS THE RI CERTIFIED ASSESSOR DESIGNATION, OR BE COMMITTED TO OBTAIN THE CERTIFICATION WITHIN THREE (3) YEARS OF APPOINTMENT.
4. ABILITY TO ESTABLISH AND MAINTAIN A PROFESSIONAL & COURTEOUS WORKING RELATIONSHIP WITH OTHER EMPLOYEES, LOCAL ELECTED OFFICIALS AND THE PUBLIC.

APPLICATION DEADLINE:

APPLICATION PERIOD
Friday, June 17, 2022

APPLY IN WRITING TO:
DIRECTOR OF HUMAN RESOURCES
hrdirector@northprovidenceri.gov