



Deputy City Assessor

Job Type: Non-Union

Job Posting: COP-00017-22

Salary: \$88,106.99 – \$111,492.87

Job Grade Level: A21-A24

Department: Tax Assessor

The City of Providence welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All City hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

PLEASE NOTE:

All persons employed by the City of Providence are required to have achieved a fully vaccinated status against the COVID-19 virus. "Fully vaccinated status" shall be defined as having received the full number of doses required to complete the vaccination series of one of the currently recognized COVID-19 vaccines. Proof of vaccination completion will be required before beginning employment with the City.

Job Summary

The Deputy City Assessor reports to and serves as the principal assistant to the City Assessor, performs responsible work in determining and recording assessed valuations of personal and real property in accordance with Rhode Island general law, City Ordinance, office policies and directions of the City Assessor.

Duties & Responsibilities

1. Assists the Assessor with all aspects and responsibilities of the Assessor's Office, including valuation of commercial and residential real estate, personal property, and motor vehicle.

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2. Allocates, supervise, and performs review of subordinate's work product, performance, and ensure adherence to office procedure and/or policy.
3. Prepares and assistants the Assessor with reports as needed for analysis of assessment, levy certification, budgetary preparation, and state regulations.
4. Possess knowledge of City computer software programs and understands CAMA software applications.
5. Plans and organizes work according offices standard and policies.
6. Performs related review of application and/or properties for verification purposes. Such as tax-exempt applications, tax stabilization agreements, affordable housing tax treatment.
7. Strong work ethic and willingness to work extra hours to complete a project.

Minimum Qualifications

1. At least five (5) years' experience as a Tax Assessor, Deputy, or Assistant Tax Assessor in municipality preferably in Rhode Island, or equivalent experience.
2. Associates or bachelor's degree in real estate finance, business administration, or accounting or equivalent.
3. Possession of a Certified Assessment Evaluator certificate desirable.
4. Familiarity with rules, regulations, policies, and procedures relative to the work performed and in conformance with the City of Providence.
5. Proficiency in databases and in specialized software applicable in assessing work preferred.
6. Written communication skill, including ability to present data and to prepare communications and reports, preferred

Posting expires on: {Posting Expires on:19}

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Other Opportunities

P-138-22, Zookeeper, Parks Department

P-139-22, Senior Clerk II – Department of Vital Statistics (3 Day Posting)

Deputy City Assessor

Director of Special Projects

P-136-22, Assistant Electrician – Parks Department

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