

DEPUTY TAX ASSESSOR
TOWN OF NORTH KINGSTOWN

A person in this position, under the general supervision of the Tax Assessor, performs highly responsible administrative and complex technical work involving the assessment of real and personal property and motor vehicles by established appraisal methods which require the application of initiative and considerable independent judgement. The Deputy assessor is able to perform all duties of the Tax Assessor in their absence.

The ideal candidate will have at least four years of increasingly responsible related experience in a tax assessment office and be a graduate of a four-year college or university and have additional course work in real estate or real property appraisal or an equivalent combination of education and experience. RICAP designation preferred and must be obtained within a year and maintained throughout appointment.

Responsibilities include assisting the Assessor in all real property and personal property assessments; primarily being responsible for all onsite measuring, inspection and field review of all permits and sketching from blueprints/field measurement into the CAMA system; assisting in the creation of subdivisions in the CAMA system, maintaining the business data base and processing tangible personal property filings as well as processing the motor vehicle roll if reinstated. The Deputy Assessor will assist in the review and analysis of tax appeals for disposition as well as maintain database for all exemptions and will also ensure all ownership changes are properly made. The Deputy Assessor assists in the planning and execution of the responsibilities of the office, is able to make independent decisions; and assists the Assessor in the certification of the tax roll.

Must be proficient in Vision CAMA as well as have working knowledge with Munis Tax Administration software and E-Permitting software. Field experience is required. Must be proficient in Word and Excel and have the ability to read deeds, orient and understand maps and drawings and have the ability to sketch from blueprints into the CAMA system.

Salary Starting at: \$62,097-\$65,965

Attractive benefit plan includes: BCBS Health and Delta Dental insurance plans. Retirement systems: ERSRI and TIAA. Paid time off includes vacation, sick and family sick. Life Insurance. Wellness benefits. Optional benefit plans available: flexible spending account, short- and long-term disability, 457 retirement plans.

Applications accepted in the
Personnel Office
100 Fairway Drive
North Kingstown, RI 02852
Employment@northkingstownri.gov

Application deadline: 11/15/2019

EOE