

**Town of North Smithfield  
Job Description**

<b>Position</b>	Deputy Tax Assessor	<b>Department</b>	Tax Assessor's Department
<b>Reports To</b>	Tax Assessor	<b>Date Updated</b>	January 20, 2022

The Deputy Tax Assessor shall perform duties and functions as are necessary to assist the Tax Assessor, which shall include but not be limited to all duties of the Tax Assessor under established statutes, rules and regulations. This is a technical position that requires a strong knowledge of assessment principals and laws and requires accurate and consistent collection of data both in the office and the field to assure equitability. The Deputy Tax Assessor must work towards completing all courses to be designated a RI Certified Assessment Personnel.

**GENERAL DUTIES:**

- Assist with the preparation and defense of cases before the Tax Board of Review as designated by the Assessor
- Assist in the review and analyze tax appeals for disposition and gather pertinent back up regarding the action taken
- Perform routine to moderately difficult assignments under decreasing degrees of supervision and direction in order to understand federal, state and local laws, regulations, policies and assessing standards
- Perform onsite measuring, inspections and field review of real estate for purposes of building permits, new construction, or to check a property for accuracy in our records for taxation purposes
- Perform onsite inspections/field review of existing or new businesses to produce a listing to be entered for tangible taxation purposes
- Create and process abatements, prorated and supplemental bills
- Perform other related duties as assigned and needed by the Assessor
- Coordinate & facilitate Tax Board of Review Meetings
- Process and assign account numbers and values for motor vehicles
- Maintain yearly updates to assessor's maps
- Assist the Assessor in performing a variety of duties that are related to the office operation
- Assist the Assessor in following assessment policies and procedures
- Assist with data entry into computer of real estate and motor vehicle records and data
- Compile, analyze, and enter sales information required for transmittal to the State or other departments
- Answer telephone calls, greet the public and assist requests relating to the Assessor's department
- Receive applications for exemptions, determine eligibility and amount and records the facts against the record
- Perform clerical tasks such as data entry, filing, making copies

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to complete general clerical tasks
- Knowledge of tangible personal property
- General knowledge of assessments and methods
- General knowledge of State and local laws governing assessment ( Real Estate, Tangible, and Motor Vehicle)
- Must have the knowledge to read and understand legal recordings (land evidence records) as they relate to the Assessor's office (recorded plans and legal descriptions)
- Ability to operate a computer and related computer software
- Have the ability to work with the general public in a professional and courteous manner
- Must be able to read, review and understand plans, subdivisions, and deeds
- Ability to make minor decisions in accordance with laws, ordinances, and regulations
- Ability to deal tactfully and courteously with the public
- Ability to operate general office equipment
- General Knowledge of property record cards (cama systems), and tax billing systems (tax admin)

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REQUIRED QUALIFICATIONS:

- Willing to work towards RICAP (RI Certified Assessment Professional)
- High School Diploma
- Working knowledge of assessing procedures one or more years work experience
- Must be proficient with computers, office data entry, and other clerical duties
- Valid Driver's License

PHYSICAL REQUIREMENTS:

- Must be physically able to sit or stand at an assigned location and work continuously for extended periods of time
- Must be able to operate all office equipment
- Must be capable of carrying and lifting up to 25 pounds pertaining to tax rolls and deed books when necessary