

TAX ASSESSOR
TOWN OF RICHMOND

The Town of Richmond is seeking an experienced Tax Assessor to join our team. Reporting to the Town Administrator, the Tax Assessor is a highly responsible, technical and administrative position primarily responsible for:

- Setting a uniform assessed valuation for the purposes of taxation on all taxable real estate and personal property.
- Preparing an assessment and tax roll for the Town in the manner provided by state law and town ordinance.
- Administering a variety of programs, which lawfully adjust or abate assessed value of property
- Conducting a periodic revaluation of the Town as required by law, and the discharge of all duties and responsibilities prescribed for tax assessors by State Law.
- Processing all tax exemptions, additions and abatements.
- Prorating and billing new construction
- Determine how properties are used and assign classifications.
- Preparing valuation schedules for neighborhoods.
- Determining eligibility and assigning land use values for Farm, Forest & Open Space properties
- Performing on-site inspections of property
- Processing recorded mapping changes, and maintaining a database of maps of all Richmond properties.
- Processing taxpayer appeals to the assessor
- Act as consultant to of the Board of Assessment Review.
- Notifying taxpayers annually of the classification and market value of their properties.
- Responding to taxpayers' inquiries regarding assessments and programs available to them
- Work with property owners to resolve complaints and answers questions concerning taxes and appraisal values.
- Inspecting residential properties to look for changes that would affect market value, including improvements or deterioration.
- Gathering, editing, sorting, and reporting property sales data.
- Recommending policy and plans for assessment related goals
- Supervise the Tax Assessor Clerk

Position is full-time (30 hours/week) – annual salary of \$73,945 (subject to approval by the Town Council). Health and dental (co-share required), and vacation benefits. Employees who waive health are eligible for a buy-back. See Code of Ordinances – Chapter 2.20.

In addition to a bachelor's degree, the ideal candidate will have a minimum of 5 years of recent and progressively responsible property evaluation/tax assessing experience, preferably in the public sector. A RI Certified Assessor (RICA) designation is preferred as is experience in Vision software.

Interested candidates should forward a resume and letter of interest to Town Administrator Karen Pinch at townadministrator@richmondri.com no later than January 31, 2025 at 4pm.