

TOWN OF GROTON  
NOTICE OF JOB OPENING

POSITION:

**Assessment Analyst Associate**  
Finance Department, Assessment Division  
Full-time, 35 hours per week

STARTING RATE:  
POSITION RANGE:

\$31.05/hour  
\$31.05 - \$35.67/hour

POSITION OVERVIEW &  
REQUIRED QUALIFICATIONS:

This position will assist in performing appraisal and other administrative work related to the assessment of personal property and motor vehicles. Discovers new accounts through permits, field canvasses, inspections and other sources. Maintains appraisal database and prepares reports. Serves as Municipal Airport Registration Official.

Applicants should possess knowledge of State of Connecticut Assessment Laws pertaining to personal property and motor vehicles and knowledge of basic accounting principles and practices. Have the ability to maintain a variety of records and to make involved technical computations. Possess the ability to meet with and deal effectively with taxpayers. Serves as backup to front counter customer service.

The skills and knowledge required would generally be acquired with an Associate's degree in Accounting, Business Administration, or a closely related field and four (4) years' experience in property assessment or closely related work or a Bachelor's degree in the same curriculum and two (2) years' experience in property assessment or closely related work. Certified Connecticut Municipal Assessor (CCMA) I must be attained within five years from date of hire. Valid Driver's license required.

Preferred Qualifications include: Certified Connecticut Municipal Assessor (CCMA) I designation or CPA. Course work toward the Certified Connecticut Municipal Assessors designation preferred.

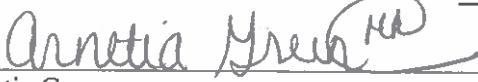
**Individuals with disabilities who will need reasonable accommodation to complete the selection process should inform the Human Resources Office on or before the application deadline. Documentation supporting the need for this accommodation may be required.**

SELECTION PROCEDURE:

Review of background and experience with best qualified candidates eligible for oral board interview.

APPLICATION PROCEDURE:

Applications are available in the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or at [www.groton-ct.gov](http://www.groton-ct.gov). Applications must be returned on or before **June 2<sup>nd</sup>, 2025**.

  
Arnetia Green  
Director of Human Resources/Risk Management

\*\*\* The Town of Groton is an Equal Opportunity Employer \*\*\*

The Town values diversity at all levels, is committed to creating an inclusive environment for all employees, and encourages all individuals to apply.