

TOWN OF GROTON
NOTICE OF JOB OPENING

POSITION: **Assessment Technician**
Finance Department, Assessment Division
Full-Time, 35 Hrs/Week

POSITION RANGE: \$29.83 – \$34.28/hour

POSITION OVERVIEW: The Assessment Technician performs maintenance of assessment related information. Updates the computer assisted mass appraisal (CAMA) system for sales of real estate, parcel changes, and ownership changes. Works within state guidelines to process tax relief and exemption programs. Process assessment adjustments for the motor vehicle grand list.

The Assessment Technician will work closely with the Assistant Assessor on real estate, tax relief, exemption and motor vehicle related functions. Considerable ability to establish and maintain effective and courteous working relationships with residents, members of the general public, other departments and agencies, is essential.

REQUIRED QUALIFICATIONS: Skills and knowledge required would generally be acquired with a high school education with course work in business math and six (6) years of responsible clerical/assessment experience with related computer experience, or Bachelor's Degree and two (2) years related experience; or an Associate's Degree and four (4) years related experience; or an equivalent combination of education and experience. Ability to read and interpret property deeds and maps. Demonstrated proficiency with computer applications. Valid Motor Vehicle Operator's License required.

PREFERRED QUALIFICATIONS: Connecticut Certified Municipal Assessor (CCMA) designation or courses towards CCMA 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 applications/resumes with best qualified candidates eligible for oral board examination(s).

APPLICATION PROCEDURE: Applications are available at the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or at www.groton-ct.gov. Applications must be returned on or before **December 10th, 2025.**



Arnetia Green
Director of Human Resources/Risk Management

The Town of Groton is an Equal Opportunity Employer and values diversity at all levels; it is committed to creating an environment of belonging and engagement for all employees, and encourages all individuals to apply.