



## **PERSONAL PROPERTY ANALYST**

**The Town of Stratford is currently accepting applications for the position of Personal Property Analyst.**

### **GENERAL DESCRIPTION:**

This is a responsible technical position involving the assessment and auditing of personal property.

Work involves responsibility for the valuation of personal property and providing assistance in the preparation of the annual Grand List. Duties include making difficult personal property assessment technical recommendations and decisions delegated to the position. The work requires that the employee have thorough knowledge, skill and ability in personal property assessment work.

### **SUPERVISION RECEIVED:**

This position works under the direction of the Town Assessor or Assistant Assessor, within governing laws, regulations and ordinances.

### **EXAMPLES OF DUTIES:**

Valuation of motor vehicles and business personal property for the annual Grand List.

Analyzes and values annual personal property declarations.

Conduct personal property reviews by computing replacement costs and/or analyzing financial statements.

Conducts field checks, reviews and audits of local businesses to determine listing and value of Taxable personal property.

Participates in assessment appeals by property owners and defends the Town's findings.

Assist division staff in assessment activities such as needed such as discovery of taxable property, determination of property ownership, preparation of the Grand List, and periodic revaluation studies.

Complies assessment data and prepares a variety of reports.

Confers with Town Assessor and property owners to provide information and to resolve problems and complaints.

Performs related work as required.



### **KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge of personal property assessment principles and practices.

Thorough knowledge of property assessment laws, regulations and ordinances.

Good knowledge of data processing technology as applied to a municipal assessment operation.

Thorough ability in personal property appraisal and assessment.

Thorough ability in oral and written communications.

Ability to enforce regulations with firmness and tact.

Considerable ability to complete work assignments within deadlines.

Ability to establish and maintain effective working relationships with superiors, associates, property owners, and the general public.

### **QUALIFICATIONS:**

The skills and knowledge required would generally be acquired with an Associates degree in Computer Science, Business Administration or a closely related field and four (4) years experience in property assessment or closely related work. Knowledge of State of Connecticut Assessment Laws pertaining to personal property and motor vehicles. Knowledge of basic accounting principles and practices. Ability to maintain a variety of records and to make involved technical computation. Experience with electronic data processing equipment. Ability to meet with and deal effectively with taxpayers.

### **SPECIAL REQUIREMENTS:**

Valid Connecticut driver's license. Ability to acquire either the Certified Connecticut Municipal Assessor's designation or certification in accordance with section 12-2b for valuation of personal property within four (4) years of hire or possession of a certificate in public accounting (CPA). May be required to travel short distances on business.

Applications can be found at [www.townofstratford.com/humanresources](http://www.townofstratford.com/humanresources) and should be submitted to the following:

Town of Stratford  
Human Resources Department  
Stratford Town Hall  
2725 Main Street, Stratford, CT 06615

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