



# CITY OF NEWPORT, RHODE ISLAND

## CAREER OPPORTUNITY

<b>Position Title:</b>	<b>DEPUTY TAX ASSESSOR</b>
<b>Posting Date:</b>	Monday, November 15, 2021
<b>Closing Date:</b>	Monday, November 29, 2021
<b>Department:</b>	Finance
<b>Brief Job Description:</b> (essential functions of the job)	<ul style="list-style-type: none"> <li>• Responsible for assessing/appraising market value of real property using the City's CAMA system and recognized methods of appraisal; reviewing all building permits, appraisals from outside appraisers for accuracy; answers questions for the public on market value/assessed value; estimates market value for new subdivisions; reviews and qualifies or un-qualifies all sales; reviews all tax appeals and zoning decisions.</li> <li>• Permits – review/interpreting/measuring and site visits for 2,000+/- permits/year; lists pertinent data on the department's database.</li> <li>• Assessing/Appraising market value of real property.</li> <li>• Answering questions from the public regarding property assessments.</li> <li>• Keep updated books for the public as to market sales, new condominium conversions and general market conditions.</li> <li>• Maintain changes on the City's plat maps and report to zoning.</li> <li>• Perform research for the Tax Board of Appeals when requested.</li> <li>• Reviews more than 1,000 deeds yearly to qualify and un-qualify all sales.</li> <li>• Maintains City's plat maps and reports to zoning.</li> </ul>
<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>• Graduate of a two-year college with an Associate's degree w/3-5 years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.</li> <li>• Knowledge of RI General Laws regarding the taxing of properties and appeal process; knowledge and ability to apply all "Three Standard Appraisal Methods" in determining the Market value of a property.</li> <li>• Ability to effectively use specialized computer programs such as the Vision or Patriot CAMA systems, as well as word processing, drawing programs and spreadsheet applications; ability to read architectural plans for new construction or additions. Ability to deal effectively with disgruntled members of the public.</li> <li>• Excellent organizational skills; proficient oral and written communication skills. Proficiency in training, education and certification(s) to successfully serve in the capacity of the Tax Assessor when so needed.</li> </ul>
<b>Licenses/Certifications:</b>	<ul style="list-style-type: none"> <li>• Valid Motor Vehicles Driver's License.</li> <li>• RI Appraisal License is required within two years after initial employment.</li> </ul>

**Pay and Hours Per Week**

NEARI Grade: N03

Min. Salary: \$27.26 hourly

Max. Salary: \$36.64 hourly

Hours per week: 40

**FULL BENEFITS OFFERED****Submit resume and/or completed application to:**

Michael J. Coury, Director of Human Resources  
Human Resources Department  
City Hall – 43 Broadway  
Newport, Rhode Island 02840

**An Equal Opportunity and Affirmative Action Employer**

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.

[www.cityofnewport.com/jobs](http://www.cityofnewport.com/jobs)

***Tel: (401) 845-5444***

***Fax (401) 845-9364***