

## Town of Plymouth, Vermont

### Part-Time Assessor

An assessor is a local government official responsible for determining the market value of all real property within a town, by conducting physical inspections, analyzing market data, and maintaining property records, ultimately creating the basis for property tax calculations within the municipality; their primary duty is to ensure fair and equitable property tax assessments for all residents by accurately valuing each property according to established guidelines.

Key responsibilities of a town assessor include:

- Conducting field inspections of properties to assess their condition, size, and features to determine market value.
- Researching comparable sales data, market trends, and property appraisal techniques to support valuation decisions.
- Maintaining a comprehensive list of all taxable properties within the town, including property descriptions and assessed values.
- Reviewing and approving property tax exemptions for qualified individuals or properties.
- Responding to property owner inquiries regarding assessments, explaining valuation methodologies, and addressing concerns.
- Staying updated on local and state property assessment laws and regulations.
- Participating in periodic revaluation projects to ensure assessments reflect current market conditions.
- Generating reports on assessment activity, maintaining detailed property records, and complying with data reporting requirements.
- All other duties as assigned.

Required skills and qualifications:

- Thorough understanding of real estate appraisal principles, market trends, and property valuation methodologies.
- Ability to analyze complex data, draw accurate conclusions, and make sound valuation judgments.
- Meticulous recordkeeping and accuracy in data entry to ensure proper property assessment calculations.
- The job requires interaction with the public, so a professional demeanor, good public relation skills and interpersonal skills are a must.
- Experience with assessment software (NEMRC, CAMA, Proval, VTPIE) is desirable.
- Assessor Level Certification is preferred.

Please submit your resume and/or a completed application to the Plymouth Town Clerk's Office at 68 Town Office Road, Plymouth, Vermont 05056 or email [clerk@plymouthvt.org](mailto:clerk@plymouthvt.org). Applications will be accepted until the position is filled. The Town of Plymouth is an **Equal Opportunity Employer**.