

## **Thomaston, Maine Board of Assessors Job Description**

### **Powers and Duties of Assessors**

The Board of Assessors is an elected position with a term of three years, with staggered terms. Assessment activities are performed subject to the statutory requirements contained in M.R.S.A. Title 36, Part 2.

The primary responsibility for the Board of Assessors is to see that all Thomaston properties are assessed equitably and fairly, so that the town's tax burden is appropriately distributed between all taxpayers.

### **Work Requirements**

**Property Tax Assessment:** The Board of Assessors shall monitor all real estate transactions. The Board of Assessors shall:

- assess upon the estates in their municipality all municipal taxes and their due proportion of any state or county tax payable during the municipal year for which municipal taxes are being raised,
- make perfect lists thereof and once completed and signed, commit the same to the tax collector of their municipality.

To that end, the position requires:

- detailed, specialized and extensive knowledge of the methods, practices, procedures and legal guidelines of property assessment and taxation,
- knowledge of building construction and renovation practices,
- knowledge of the procedures and records utilized in property ownership and transfer.

**Communication:** The Position requires extensive communication of a detailed and complex nature with taxpayers and citizens, the business community, and municipal officials and employees.

**Leadership/Teamwork:** The Board of Assessor position makes significant individual contribution to the department and requires considerable coordination with other town departments and the Select Board.

**Complexity/Planning:** the Board is responsible for the full range of operations of the Assessing office, which includes but is not limited to:

- Technical areas of site assessment
- Maintenance of real estate records
- Planning and implementation of reorganizing specific areas of assessment. The Board may delegate the preparation of such lists to any municipal employee, appropriately

designated in writing, or may contract with the primary assessing area for the preparation of such lists.

- Shares in the development of departmental and organization short- and long-range goals.

**Decision Making:** The Position requires both operational level decision making skills as well as tactical and strategic planning skills. Decisions are within and controlled by ordinances and statutes, however, position requires extensive interpretation and independent judgement in applying those guidelines.

**Assessing valuation of all properties in town.** This may be delegated to the Assessor Agent, but the Board of Assessors is responsible for final valuations.

The Board of Assessors is responsible for addressing valuation abatements, appeals, and supplemental tax bills.

**Qualifications:**

- Committee members shall be registered voters of the Town of Thomaston. No ~~other official or~~ employee of the town may be a member.

**Administrative:**

- The Board of Assessors shall annually elect a Chair and a Secretary from among its members.
- The Board of Assessors, along with the Town Manager, has oversight of the Assessor's Agent.
- The Board of Assessors prepares and submits an annual report to the Town Manager.
- The Board of Assessors shall meet once a month, or as needed. It prepares its meeting agenda, takes minutes of the meetings, and submits those minutes to the Thomaston Town Clerk.

**Education Requirement:**

- Members of the Board of Assessors shall continually update themselves on property law changes and take assessor training through MMA. Any course availability is available through the Thomaston Town Clerk. Copies of certificates received of any and all course completion shall be immediately given to the Town Clerk.