

JOB DESCRIPTION & JOB POSTING REPOSTED

TITLE: Deputy Tax Assessor
SALARY RANGE: \$62,585 - \$112,455
DEPARTMENT: Tax Assessor
UNION: AFSCME

JOB SUMMARY: Ensure all properties within the Township of South Brunswick are assessed for the purpose of real property taxation. This position reports directly to the Township Tax Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Assessor in preparing and defending Tax Appeals
- Responsible for field (interior and exterior) inspections including measurement of structures, calculation of dimensions, areas and accurately record information relative to the physical attributes of structures.
- Review and interpret architectural and engineering plans and produce drawn to scale diagrams
- Responsible for the periodic inspections of Qualified Farmland.
 - Maintains and updates records.
 - Processes deeds to maintain accurate ownership records and for real property value studies and adjustments.
 - Responds to requests for information from the general public.
 - Assists the Assessor with preparation and presentation of reports and forms.
 - Makes decisions on the taxability of property in the Township and recommends special tax deductions and exemptions.
 - Prepares special reports as required by Assessor or Chief Financial Officer.
 - Assists the Tax Assessor in the supervision and filing of the Added Assessment List.
 - Maintain up-to-date Added and Omitted Assessment records.
 - Certification of Assessments to the Middlesex County Tax Board in the absence of the Assessor.
 - Estimate value of property by utilization of the Cost, Direct Sales and Income Approaches to Value.
 - Attends various meetings and training as required.
 - Performs other duties as required to ensure efficient operation of the department.

EQUIPMENT USED: Computer; financial calculator; various land and building measuring tools; miscellaneous office automation equipment, i.e. – fax, phone, copier.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to:
 - work proficiently with Microsoft Word, Excel and Outlook
 - work effectively and harmoniously with the general public and other employees;
 - understand and interpret statutes as required and/or permitted by Title 54 of the Revised Statutes of the State of New Jersey;
 - perform various complex arithmetic computations;
 - communicate effectively verbally and in writing;

- comprehend and apply concepts for enhancement and efficiency of department and general operations;
- establish and maintain effective working relationships with individuals, coworkers, other agencies and the public;
- work with confidential information.
- Knowledge of:
 - building construction methods and materials;
 - standard practices and procedures in assessing real property;
 - contemporary office practices and procedures and basic office software products; and
 - English language and accurate spelling, grammar and vocabulary.
- Skill in:
 - identifying taxable improvements to real property;
 - Experience/knowledge of Vital MOD IV/CAMA
 - interpersonal and public relations; and
 - organization, time management and multi-tasking.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High School diploma or GED equivalent
- State of NJ Tax Assessor Certification.
- NJ Driver’s License with a clean driving record – driving record may be periodically examined by Township Manager.
- Must present a professional appearance and is required to dress in accordance with standard business practice.
- Must successfully pass a thorough criminal history and background check, along with passing a complete physical.
- Will need to complete a six-month probation period.
- All new hires must be fully vaccinated with the Covid-19 vaccine.

Candidates interested in applying for this position should apply on-line through the Townships website.

South Brunswick is an Equal Opportunity Employer.