



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

PROPERTY APPRAISER I

Salary: \$45,759.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter and three (3) references, to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than Friday, April 10, 2015.

General Statement of Duties:

This is a beginning professional level position involving assessment/appraisal work performed under supervision.

Typical tasks or assignments:

- Conducts field inspections on real and/or personal property. **APPLICANTS MUST HAVE EXPERIENCE WITH APPRAISING PERSONAL PROPERTY.**
- Works as an appraisal professional with responsibilities of maintaining accurate map and land records.
- Lends assistance as required in all aspects of the work of assessing and record keeping.
- Performs appraisal and completes written and electronic appraisal reports of real and personal property as required.
- Measures and lists real property components including buildings and site improvements.
- Completes sketches, electronic or otherwise, of real property components.
- Verifies legal descriptions; metes and bounds; mortgages; etc.
- Collects and analyzes real property income and expense data.
- Discovers, values, and lists real and personal property.
- Assists taxpayers in the explanation of assessment information, processes, and procedures.
- Assists taxpayers, municipal, and non-municipal personnel as required in the accessibility of public information.
- Prepares production and work status reports.
- Performs related work as required.

Minimum qualification and skill requirements:

- College graduation, including courses in public or business administration or engineering, supplemented by basic and advanced courses in property appraisal and assessment; OR High school graduation with equivalent of two years of college and special course study named above, supplemented by three years of varied and professional experience in the field of property valuation, appraisal, and assessment.
- Equivalent combination of education, training, and experience.

- Good knowledge of the principles and practices of real and personal property valuation.
- Familiarity with state statutes and laws governing assessment and appraisal; ability to make detailed mathematical computations.
- This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

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Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103