

TOWN OF NORTH HERO

Listers' Office

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North Hero, VT 05478

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LISTERS: Geri Siegel, Mary Dattilio

Nature and Scope of Position:

This is an administrative position responsible for determining the value of all real property in town. It is an elected position . The position works in conjunction with the Town Clerk and Assistant Clerk processing property transfers, property valuation, equalization, tax mapping, and e-911 coordination. Currently this is a part-time position.

Duties & Responsibilities:

- Appraise the fair market value of all real property in town;
- Prepare preliminary grand list of all properties;
- Prepare and mail change of appraisal notices for all properties that have changed in value, homestead, and/or house site since prior year;
- Post legal notices as required by statutes in paper and on town bulletin boards;
- Conduct formal and informal grievance hearings for property owners with questions and/or appeals of valuation;
- Participate in BCA appeals and prepare lister materials for presentation and defense;
- Make adjustments after BCA hearings for errors and omissions when necessary;
- Assist public with understanding property appraisal and appeals process and accessing public records;
- Be able to offer clear and thorough explanations of property assessments to taxpayers;
- Ensure veterans exemptions are documented and posted in grand list;
- Review state values for utilities and update for grand list;
- Update and monitor properties with tax exemptions;

- Process state Current Use exemptions verifying values and confirming records;
- Maintain town maps with subdivisions, ownership changes and new surveys;
- Send yearly updates to town cartographer (April 1st);
- Update all files with name and address changes;
- Process state PTTR, verifying all information and changing NEMRC, CAMA and town maps;
- Read and research all deeds;
- Maintain a sales list to verify state equalization, determine “arms-length” sales and predict sales ratios;
- Review sales for equalization study (PVR) and evaluate for appeal to the state;
- Analyze and interpret sales data created by the equalization study;
- Insure accurate completion of state PVR reports and correct prior to downloading into the grand list (CU, HS122, etc.);
- Review and update state e-911 book, assign new numbers when requested, file changes with State e-911 Board;
- Conduct property inspections in a professional manner (business cards and Board of Listers sign on car);
- Enter all property changes into NEMRC and CAMA for costing and new grand list values;
- Update photos of changed or improved properties and create APEX sketches for building changes;
- Proof read and data check the grand list before filing;
- Meet all state deadlines for filing equalization, valuation and grand list, and maintain strict adherence to state and statutory requirements;
- Create running reports to validate data entry accuracy in both NEMRC & CAMA;
- Interact with IT support for data base maintenance, and software updates.

Other Job Requirements:

- Knowledge of property valuation principles and practices;
- Ability to communicate with a variety of people;
- Ability to work as a team in an office setting and in the field when assessing;

- Ability to attend classes/seminars in order to stay abreast of assessing practices;
- Ability to maintain accurate and detailed records required in the job;
- Ability to accept constructive criticism;
- Willingness to pursue Lister Certification;
- Ability to communicate with town residents and town officers and boards in a respectful and positive manner;
- Knowledge of and ability to perform computer tasks such as data entry, software downloads, reporting functions, and internet;
- Ability to use basic office equipment (computers, fax, copiers);
- Knowledge of basic computer programs such as Word and Excel spreadsheet applications, etc.;
- Ability to digest/understand VT statutes, PVR reports, and assessment standards .

Education, Training and Experience

- Bachelor degree is preferred or an equivalent amount of experience;
- State Certification will soon be required/recommended;
- Working knowledge of Town Boards and their decisions (DRB decisions, Zoning, Building Permits);
- Yearly state classes and education opportunities offered by professional groups such as VALA and IAAO.

Physical Demands/Work Environment

This is a combination office/field job in a busy town office. It requires frequent communication with town employees, the public (residents, researchers, realtors, etc.) and the shared use of office equipment. Site visits require the physical ability to walk varied land parcels and measure buildings both interior and exterior. This may involve climbing stairs for access or ladders, and reaching and bending. Yearly visits to Butler Island and other off-island areas included in the Town of North Hero (Knights, Dameas) require boat travel and hiking with backpacks for the day.