

The Town of Eliot, Maine is hiring for a full-time Assessor. The Assessor is responsible for establishing and maintaining assessments of real estate and personal property within the Town of Eliot. The Assessor will establish strategies for assessing commercial, industrial and residential properties to ensure the continued financial health of the town.

Responsibilities: Performs administrative work and field review on assessments of all taxable and exempt real estate and personal property; Inspects land and land changes resulting from map changes, deed transfer, permit changes and subdivision changes; Examines deeds maps, building plans, permits, personal records and market data to obtain additional valuation data and to locate all taxable property. Completes all the necessary monthly and yearly reporting to Maine Revenue Services, and responsible for requests of tax abatements, and various tax exemptions.

Education and Experience: Bachelor's degree or a master craftsman level of trade knowledge. A minimum of one to three years of related work experience, supplemented by training and experience in real estate appraisal preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions to the position. Knowledge of Tax Increment Financing preferred, but not required.

Special Requirements: State of Maine Certified Assessor with one year of appointment (CMA); Valid Class C Motor Vehicle Driver's License.

See the Town of Eliot, Maine website at www.eliotmaine.org for the detailed job description. The Town of Eliot, offers a competitive compensation and benefits package.

Send resumes and cover letter to Carol Granfield, Interim Town Manager, 1333 State Road, Eliot, ME 03903 or townmanager@eliotme.org

Applications & resumes will be accepted until position is filled.

The Town of Eliot, Maine is an equal opportunity employer/affirmative action employer.