

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

Full-time Regional Property Tax Assessor

The County of Aroostook is looking for a full-time Property Tax Assessor to assist interested municipalities with the regional assessing needs in Aroostook County. This is a grant supported position.

General Responsibilities:

- Performs on-site inspections of land and buildings in order to gather data related to location, value, use and building characteristics. Appraises and evaluates properties.
- Conducts inspections and reviews taxable personal property listing in order to determine the assessed value of machinery, equipment, furniture and fixtures.
- Completes annual assessment work in accordance with MRS Title 36 mandates.
- Maintains accurate assessment records on land, buildings and personal property.
- Maintains positive public relations.
- Processes and completes annual municipal tax map changes, as needed.

Requirements:

- Must possess current Maine Assessor Certification.
- Excellent written and oral communication skills.
- Good analytical skills. Ability to read construction plans and blueprints.
- Knowledge of property exemption; property deeds and deed research; and State and Town's land use regulations & zoning ordinances.
- Valid Maine Driver's License and reliable transportation to be used for work. Travel requirement is up to 50% of Aroostook County-wide travel.
- Up to 2 years of related job experience.
- Associate degree in related field or equivalent on the job experience.

Aroostook County Government offers a competitive benefits package. Interested applicants should email resume to christina@aroostook.me.us or mail to:

County Commissioners' Office
Attn: Human Resources
144 Sweden Street, Ste. 1
Caribou, ME 04736

Application deadline is April 19, 2019.

County of the Aroostook is an Equal Opportunity Employer