

CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2578

OPEN COMPETITIVE EXAMINATION FOR: ASSESSMENT ANALYST

SALARY: \$34.05 ~ \$41.04 (7/1/24, \$34.73 ~ \$41.04) per hour (Non-Exempt, 35 hrs./week).
(NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative and not all inclusive)

Performs & coordinates title research activities; verifies ownership of property for assessment purposes; examine titles filed on the Waterbury Land records to determine ownership; determines from these records the completeness of the land description. Researches history of ownership and other legal documents. Correlates and files material as required; contacts city departments, private and public agencies and individuals to verify ownership, land descriptions, land records, and assessments; Transfers the ownership changes on the City's CAMA system; Obtains needed information for making preliminary determinations as the value of both real and personal property. Provides special assessment data for supervisors as needed; Inspects existing real and personal properties, improved properties and properties in construction to determine value. Compile and review documentation to determine property value for assessment purposes. Makes periodic review of business and commercial sites to test reliability of personal property reporting system. Audits property appraisal work performed by private firms for accuracy and conformance to City standards. Prepares and enters data into automated assessment records system. Provides technical information and assistance to property owners, attorneys and bankers. Assists with preparing information releases to assist the public in understanding assessment procedures, regulations, exemptions and related matters. May travel between work locations sometimes on a daily basis. Performs related reviews of applications and/or properties for verification purposes. Supervises clerical personnel. Performs other related work as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of title searching and appraisal practices; Ability to perform, analyze and communicate search information; Knowledge or ability to learn a Computer Assisted Mass Appraisal (CAMA) system. Ability to travel independently between work locations sometimes on a daily basis. Ability to move throughout buildings or surrounding properties in order to complete assigned tasks. Ability to deal effectively with members of the public, attorneys and real estate developers and construction personnel.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Five (5) years of title property research and/or appraisal services experience, municipal assessor office preferred. Associates degree from an accredited college or university in Business, Accounting, finance, economics, or closely related field preferred;

ADDITIONAL REQUIREMENTS:

Possession of a valid driver's license with a good driving history.

**COPIES OF DEGREE OR TRANSCRIPTS & CERTIFICATION MUST BE
SUBMITTED AT TIME OF APPLICATION**

In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V
EEOP Utilization Report available upon request

5/23/24 USAR mj

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PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction			X	
Walking			X		Peripheral Vision			X	
Sitting			X		Driving			X	
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes		X		
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling		X			Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing			X		Exposure to bodily fluids	X			
Repetitive Motion		X			Exposure to dampness		X		
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: 5/16/2022

Position: Assessment Analyst