



Town of Cromwell

41 West Street
Cromwell CT 06416
860-632-3442

Shawna M. Baron, CCMA II
Tax Assessor

Lisa A. Ruggiero
Assistant Assessor

Deputy Assessor – Tax Assessor’s Office Job Posting

The Town of Cromwell has an opening for Deputy Assessor. This position provides technical and administrative assistance to the Assessor in the valuation of real and personal property; performs and assists in field investigations and inspections, reads deeds to ensure accuracy and transfers ownership of real property when appropriate, collects and process information to establish the Town Grand List. Processes reports for the State of Connecticut to the greatest degree of accuracy.

The successful candidate must possess a working knowledge of pricing, reporting and processing of motor vehicles to and from the Town Grand List. Required exposure to exemption forms, building permits, applications for tax assessment reductions, field investigations, inspections, statistical reports, and map reading.

The ability to follow written and oral instructions combined with success in dealing effectively with officials, employees, and public in a courteous, professional, and non-intimidating manner. Occasional overtime is required. Exposure to weather conditions can be expected during fieldwork.

Requires high school diploma or GED plus specialized training in computer operations, as well as 9 – 12 months minimum experience in real and property appraisal work and municipal assessment, or an equivalent combination of education, training, and practical experience along with a valid CT driver’s license. Certified Connecticut Municipal Assessor certification is preferred. Current salary range is \$22.29 to \$29.89 per hour based on certification and experience.

Applications can be obtained from the Town of Cromwell website, www.cromwellct.com, or Human Resource. Completed applications and resumes are to be mailed to:

Town of Cromwell
Human Resources
41 West Street
Cromwell, CT 06416
Phone 860-632-3410

Open until position is filled

The Town of Cromwell is an Equal Opportunity Employer. Women and minorities are encouraged to apply.