

City of Auburn Appraiser

The City of Auburn has a great opportunity for a highly skilled and motivated full-time **Property Tax Appraiser** responsible for a variety of administrative, technical, and professional work in support of the assessing functions. Successful candidate must have knowledge of real and personal property appraisal, the three approaches to value, and the ability to read construction plans and blueprints. Duties will include inspection, analysis and estimation of values of real estate properties, maintenance of real and personal property record data, answering inquiries from the public, property deed research and other work as required. Successful candidate will have two or four year degree, supplemented with courses in assessing or appraising. A minimum of five years experience in property assessment, fee appraisal and/or relevant experience is required. The candidate must have experience in appraisal software packages as well as Microsoft Office and posses excellent written and oral communications skills. CMA certification by the Bureau of Taxation will be required within one year of appointment. Must have the ability to balance multiple tasks, be team-oriented, self-directed, organized and enjoy working in a fast paced environment. The Appraiser provides assistance to the Community and Economic Development Department. Candidates with code enforcement background and code enforcement certificates are encouraged to apply. Must have valid a Maine Driver's license, a good driving record and reliable transportation.

Salary Range is \$40,000 to \$60,000. The City provides a competitive benefits package. Send cover letter, resume, and at least three work-related references to: Deborah Grimmig, Human Resources Department, City of Auburn, 60 Court Street, Auburn, ME 04210, Tel. 207-333-6601 ext 1414 or 1416, Fax # 207-333-6621, e-mail dgrimmig@auburnmaine.gov. Deadline for submission of application is October 17, 2014.

The City of Auburn is an Equal Opportunity Employer