

CITY OF BELFAST EMPLOYMENT OPPORTUNITY CITY ASSESSOR AND ASSESSOR ASSISTANT

The City of Belfast, population 6,700, is looking for a City Assessor. This position is responsible for the establishment and maintenance of fair and equitable values for all real estate and personal property for the City, and for the operation and supervision of the Assessing Department, including Addressing Officer functions and point-of-contact for the mapping platform. Applicants must be US Citizens, residents of the State, and a Certified Maine Assessor with at least three years of experience or be a licensed appraiser.

The successful applicant must have knowledge of the practices, procedures and legal guidelines of property assessment and taxation, knowledge of building construction and renovation practices, the procedures and records utilized in property ownership and transfer and an understanding of real estate record-keeping techniques and requirements.

Additionally, the City is looking for a City Assessor Assistant; this position is responsible for assisting the Assessor in maintaining records relating to the assessment of real and personal property, and communicating assessment information to taxpayers. Applicants must be US Citizens. College or technical college certification preferred, but not required.

The job descriptions for both may be found online at the City's website at cityofbelfast.org

All applications are to be submitted in confidence and should include a letter of introduction, a completed Belfast Employment Application form (found on web site under Job Openings) and a resume which must be received at the City Manager's Office, 131 Church St. Belfast, Maine 04915 no later than January 31, 2022. E-mailed submissions will be considered if scanned and signed with originals sent via regular mail post-marked before the application deadline.

Applications should be in a sealed envelope and addressed to:

City of Belfast City Assessor Search or
City of Belfast City Assessor Assistant Search
C/O City Manager 131 Church Street Belfast, Maine 04915

The City of Belfast is an equal opportunity employer.