

Town of Scotland, CT  
**Board of Assessment Appeals Chairperson**  
Job Description

Job Title: **Board of Assessment Appeals Chairperson**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date: 8-10-11 2011      Job Desc. Last Review Date: 8-10-11

Job Desc. Approved By: **Scotland BOS**      Date: August 10, 2011

This position is:       **Elected**  **Appointed**  **Hired**

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### GENERAL DESCRIPTION

The Chairperson of the Board of Assessment Appeals (BAA) is elected from and by the membership of the Board. The term is for a period of one year. The Chairperson is responsible for presiding over BAA meetings and for ensuring that the committee performs its work in accordance with Connecticut statutes.

### JOB DUTIES

1. Schedule, set the agenda and preside over meetings and public hearings. Meetings must be held on business days, which may be Saturdays. Notices of the time and place of BAA meetings must be posted at least ten days before the first meeting, in the office of the town clerk, and published in a newspaper having a general circulation in town.
2. Ensure that the documents of record of any decision being appealed are made available to the board members.
3. Seat alternate members in the absence of any regular members.
4. Engage attorneys or professional consultants as necessary.
5. Manage commission member conflicts of interest in compliance with state statute
6. Keep a public record of BAA meetings and hearings. The record must include the reason for any decision.
7. Prepare an annual report for incorporation into the Scotland Annual Report.
8. Ensure that the BAA:
  - Meets at least once in the month of September for the sole purpose of hearing appeals related to the assessment of motor vehicles. All business related to motor vehicle assessment appeals must be completed by the last business day in the month of September.
  - Meets in the month of March to hear appeals related to the assessment of property. All business related to property assessment appeals must be completed by the last business day in the month of March (or April if an extension has been granted by the First Selectman).

- Notifies each taxpayer who filed a written appeal in the proper form and in a timely manner, no later than seven calendar days preceding the hearing date, of the date, time and place of the appeal hearing.
- Sends the appellant within one week after the determination has been made, written notification of the final determination of the appeal. The notification must include information describing the property owner's right to appeal the determination of such board.
- Declines to reduce the valuation or assessment of property on the grand list belonging to any person who does not appear at a hearing before the BAA, either in person or through representation by an attorney or agent.

In addition to the duties above, the BAA may add taxable property to the grand list or reduce an assessment by reducing the valuation, number, quantity or amount of any item of estate or by deleting any item which ought not to have been included. Any such reduction or deletion shall be recorded in the meeting minutes.

The BAA Chairperson ensures that the BAA meets all requirements mandated by the Connecticut General Statutes.

### **SUPERVISION GIVEN**

None

### **SUPERVISION RECEIVED**

This is an elected position. Duties of the BAA are prescribed by State Statute.

### **QUALIFICATIONS**

1. Elector of the town of Scotland and member of the BAA.
2. Experience chairing meetings is helpful.
3. Experience in municipal planning, taxation, assessment or review of site and property plans is helpful.
4. Ability to read and understand state and local regulations.
5. Ability to establish and maintain effective work relationships with the public and town officials.

### **TOOLS AND EQUIPMENT USED**

Maps and regulations.

### **PHYSICAL DEMANDS**

1. The BAA chair must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
2. While performing the duties of this job, the employee is frequently required to walk, climb stairs, stand, talk, hear, or sit.
3. May be required to make field inspections.

4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT

1. General office environment
2. Some outdoor inspection work may be required.
3. Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

### HOURS

Hours intermittent during the appeal time period.

### COMPENSATION

1. There is no compensation, and no benefits associated with this position.
2. Any travel required is compensated at the prevailing IRS rate.

The Town of Scotland is an equal opportunity employer