



May 22, 2019

HUMAN RESOURCE DEPARTMENT

APPRAISER – REGIONAL ASSESSING DEPARTMENT

Picturesque Cumberland County is the State's most populous county having a population of 289,977. Its largest city is Portland and the county geographically extends from Casco Bay to the Lakes Region. Cumberland County has the second largest body of water in the state, Sebago Lake, which provides numerous recreational opportunities. The County is the economic and industrial center of the state, having a strong corporate presence of major domestic and international companies. The County has over 400 dedicated employees, all focused on providing the best customer service to the County residents. Cumberland County is represented by five elected county commissioners and the county manager runs the daily operations.

JOB PURPOSE: Cumberland County has initiated a regional assessing office designed to ensure quality, professional assessing services to interested municipalities. This department will provide full assessing services for contracted municipalities. As such, this position provides professional services work responsible for assisting in determining the valuation of specific municipal exempt and taxable, real and personal property. This position involves extensive public contact, independent professional judgment, and initiative.

QUALIFICATIONS: Associates Degree, plus a minimum one-year assessing and/or appraisal experience, or any equivalent combination of education, training and/or experience equal to a minimum three years. Possess ability to interpret and apply knowledge of local ordinances, state statutes and amendments, court decisions, market conditions, construction costs, Maine Revenue Services guidelines, USPAP principles and other factors appropriate to determining the value of land, dwellings, personal, commercial and industrial property. Able to exercise sound, objective judgment in obtaining information pertinent to valuation. Able to construct, maintain and use maps of the municipalities for assessment purposes and replacement cost schedules. Have sufficient communications skills to be able to develop written technical analyses supporting valuations, as well as to explain them effectively to property owners, their representatives and the general public. Excellent public relations skills required, particularly when under duress. Excellent mathematical skills in order to perform statistical analyses, calculate land and building areas, and develop pricing tables. Must be able to measure and list all types of personal property. Must have ability to interpret complex deed transactions and properly determine legal ownership. Able to handle multiple tasks requiring a high level of organization. You will be required to travel and work in multiple municipalities. Must have valid Maine driver's license (or be able to obtain within 6 months of hire). Must have current Maine Assessor certification (CMA) or able to obtain within 18 months of hire, if not presently in compliance.

Cumberland County offers an excellent and comprehensive benefits package and is proud of its talented and dedicated workforce. Come join our team and culture of engaged employees. Our strong management team is dedicated to providing employees with inspiring leadership, a positive and friendly workplace, support, encouragement and the necessary tools for success. We offer tuition reimbursement, wellness program, and professional development and training opportunities.

For a complete listing of job duties and to download an application, visit www.cumberlandcounty.org/jobs.

Completed applications, with cover letter and resume, accepted until position filled.

Send completed application, cover letter and resume to:

Human Resource Department

142 Federal Street, Suite 110, Portland, Maine 04101

jobs@cumberlandcounty.org

(p) 207-775-6809 (f) 207-871-8378

Cumberland County is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran status.