TOWNSHIP OF TOMS RIVER

33 Washington Street, P.O. Box 728
Toms River, NJ 08754
732-341-1000

DEPARTMENT OF HUMAN RESOURCES
33 Washington Street
Mailing Address: P.O. Box 728
Toms River, New Jersey 08754-0728

Telephone: 732-341-1000, ext. 8262
Fax Number: 732-244-9883

December 7, 2016
(Closing, 4:30 pm. Tuesday, December 20, 2016)

OPEN TO THE PUBLIC

TO: **To All Departments**

FROM: **Daniel T. Mahony, Assistant Business Administrator**
Director of Human Resources

RE: **FIELD REPRESENTATIVE - Grade 9 - Tax Assessor's Office**

This is to advise that the position for Field Representative (Full Time) is now available in the Tax Assessors Office.

Note: The definitions and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

QUALIFICATIONS:

- Must have a minimum of 3-5 years active and actual full time experience physically inspecting and collecting real property valuation data for ad valorem taxation purposes utilizing the VITAL appraisal property record card format.
- Must be familiar with residential and commercial styles and methods of construction.
- Ability to prepare for hearings and testify before the Ocean County Board of Taxation or New Jersey Tax Court when data related testimony is required.
- A high level working knowledge of VITAL computer systems, operations, and applications.
- Required to possess a driver's license valid in new Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- Ability to do typing and/or keyboard from varied types of copy. (40-50 words per minute)
- Ability to utilize Microsoft Word, Excel and Outlook email computer programs.
- Ability to supervise the establishment and maintenance of records and files.
- Ability to supervise the preparation of statistical and other reports containing findings, conclusions, and recommendations.
- Ability to solve problems by formulating effective policies and procedures for the office and other clerical and related operations.
- Ability to analyze and interpret financial and other data.

- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to understand, remember and carry out oral and written directions.
- Ability to complete assigned clerical tasks and adhere to prescribed routines of various complexity with minimal supervision.
- Ability to give assignments and instructions to individuals and/or groups.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- High school diploma or equivalent.
- Ability to make arithmetic calculations and tabulations.
- Knowledge of office methods, practices, routines, machines, equipment, and of the internal organization after a period of training.
- Ability to independently gather, compile, and report on data.
- Ability to work with minimal supervision.
- Must be willing to, and eligible to, be bonded by surety company.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual cannot perform the without posing a serious threat of injury to the health and safety of the individual himself or to other employees or the public. Position requires physical, in person inspections of properties already completed and under varying stages of construction. Normal work activities associated with this position is considered physically demanding at times so the applicant should be cognizant of this fact when considering their own ability to perform the required tasks associated with this position.

SPECIFICATIONS:

- Must have a minimum of 3-5 years active and actual full time work experience physically inspecting and collecting a real property valuation data for ad valorem taxation purposes utilizing the VITAL appraisal property record card format. Training will be offered for general office protocol and procedures but not for general data collection techniques. Applicant is required to be fully experienced and ready to go out into the field from day one to collect necessary assessment data.
- Must be familiar with residential and commercial construction.
- Solves problems by assisting in the formulation of effective policies and procedures for the office and other clerical related operations.
- Ability to type and/or keyboard accurately. (40-50 words per minute)
- Prepares and maintains all necessary departmental forms for distribution as required.
- Composes, and types correspondence, reports, statements, etc. following prescribed procedures and instructions.
- Prepares and processes documents which are kept in the normal course of business.
- Answers the telephone and takes messages accurately.
- Locates, compiles, and reports on data.
- Compiles and tabulates numerical data.
- Maintains records and files.

- Maintains and implements, as required, office procedures at the direction of supervisor.
- Performs other assignments at the discretion of the employee's supervisor on an as needed basis.
- Demonstrate excellent customer relation skills in dealing with members of the public, departments and governmental entities as required.

EXAMPLES OF WORK:

- Physically inspects properties on site for the construction of additions, alternations, swimming pools, new building construction, etc. for tax assessment purposes.
- Collects all relevant data of completed/partially completed structures and improvements by physically measuring them at the site and submits completed work so the collected data can be encoded into the VITAL MODIV and CAMA system to value the structure for tax assessment purposes.
- Checks property sales to aid in determination of market value.
- Inspects properties to determine accuracy of property record card data.
- Conducts field inspections to determine value of property damaged by fire or any other structures that have suffered material depreciation.
- Photographs properties as needed or updated and attaches photo to the VITAL computer property record card.

Under the provisions of the existing Toms River Professionals Association contract regarding white collar positions, the employer agrees to review applications for promotions or transfers from present employees prior to reviewing applications from other than Township employees. Department Heads are directed to notify their respective employees of this opening and applications are to be filed with the Department of Human Resources, 33 Washington Street (*Mailing address: P.O. Box 728, Toms River, New Jersey 08754-0728) by 4:30 pm, Tuesday, December 20, 2016.*

Position:	White Collar / Grade 9
Hours:	35 hours per week
Salary Rate:	**New Hires** $23.67 an hour
Account Number:	T1510-10

Applications must be filed with the Township of Toms River
Department of Human Resource
33 Washington Street
Mailing Address: P.O. Box 728
Toms River, New Jersey 08754-0728
By: 4:30 pm, Tuesday, December 20,, 2016