

DEPUTY TAX ASSESSOR

The City of Camden, New Jersey is seeking a highly qualified and experienced Deputy Tax Assessor to assist the Tax Assessor in the administration of the city's property assessment and valuation programs on a Full-Time basis. The ideal candidate will be a certified professional with a comprehensive understanding of statutory requirements, appraisal techniques, and property tax administration. This position involves a combination of supervisory, administrative, and technical duties, requiring strong analytical and communication skills. The Deputy Tax Assessor will play a critical role in ensuring the equitable and accurate assessment of all taxable property within the city.

The city is approximately 9 square miles, consisting of 32,000-line items, and a population of over 71,000 residents.

Essential Duties and Responsibilities

- Assists the Tax Assessor in planning, organizing, and directing the daily operations of the assessment office.
- Supervises and provides guidance to staff, including field inspectors and clerical personnel.
- Conducts complex real property appraisals for residential, commercial, and industrial properties.
- Reviews and interprets architectural and engineering plans to determine property values.
- Maintains and updates property records, tax maps, and assessment databases in accordance with state and local regulations.
- Processes and evaluates applications for tax deductions, exemptions, and abatements.
- Assists in the preparation and defense of assessment appeals at the county and state levels.
- Responds to inquiries from the public, real estate professionals, and other government agencies regarding property assessments and tax laws.
- Maintains current knowledge of relevant state statutes, administrative rules, and modern appraisal methods.
- Prepares a variety of reports and analyses for the Tax Assessor and governing body.
- Performs other related duties as assigned by the Tax Assessor.

Statutory Requirements and Qualifications

- **Certification:** Must possess and maintain a valid Certified Tax Assessor (CTA) to be considered for the position.
- **Education:** A Bachelor's degree from an accredited college or university is required. Full-time experience in real estate appraisal work or property tax assessment work on a year-for-year basis may be used in lieu of the college education.
- **Experience:** A minimum of four (4) years of experience in real property appraisal or tax assessment work.
- One to two (1-2) years in a supervisory or senior capacity is a plus.

- **Knowledge:** Thorough knowledge of principles and practices of property appraisal, mass appraisal techniques, building construction methods, and state statutes governing property tax assessment.
- **Skills:** Proficiency in utilizing computer-assisted mass appraisal (CAMA) systems, New Jersey Property Tax System (MOD IV), Microsoft Office Suite, Micro-systems and other relevant software. Strong organizational, mathematical, and written/oral communication skills are essential.
- **Additional Requirements:**
 - Must possess a valid New Jersey driver's license.

SALARY: \$93,388 – 129,166

Core Hours: 8:30 a.m. – 4:30 p.m.

Please submit cover letter and resume to Sachina S. Evans, Personnel Officer at SaEvans@camdennj.gov or Personnel@camdennj.gov.

The City of Camden is an Equal Opportunity Employer.