



City of Colonial Heights, Virginia

City Assessor

The City of Colonial Heights, VA, is seeking a qualified candidate to fill the position of City Assessor. Located 20 miles south of the City of Richmond, Colonial Heights is 8.15 square miles bordered by the City of Petersburg and Chesterfield County. There are 7,692 parcels of land in the City, including commercial and residential properties.

- ♦ **Salary Range:** \$63,457 - \$90,000; DOQ
- ♦ **Application Deadline:** Open Until Filled.

The City Assessor plans and oversees the assessment of real estate valuation for the City in accordance with Code of Virginia, City Code, and generally accepted appraisal practices. Colonial Heights currently uses *Patriot Properties, Inc.*'s Computer Assisted Mass Appraisal (CAMA) software application.

Examples of Duties

Develops procedures for the appraisal of real estate. Locates, lists, assesses and determines the taxable status of all real property. Conducts the study and analysis of the market value of properties to ensure the equalization of assessments. Interprets and administers laws regarding real estate assessments and exemptions. Conducts site visits to property to verify information and property value. Examines plats, maps and photographs related to valuation of property. Produces and maintains all real estate assessment records and documentation. Addresses public and professional inquiries. Other duties as assigned.

Education & Experience

- High School Diploma and over ten years directly related supervisory experience or,
- Two years of college or Associate's Degree and over ten years directly related professional experience or,
- A Bachelor's Degree and over five years directly related professional experience or,
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must be a Certified General Real Estate Appraiser in Virginia or must obtain such certification within a reasonable period of time after initial employment.
- Must be certified by the Virginia Department of Taxation within a reasonable time after initial employment in accordance with Code of Virginia §58.1-3258.1.

To Apply: All candidates must submit a complete City of Colonial Heights online employment application. Visit the following City website link to apply online and view full announcement: www.colonialheightsva.gov

The City offers an excellent benefits package including: health insurance with dental and vision coverage (Anthem, Delta Dental, & Blue Vision), retirement (VRS & Mission Square), life insurance, supplemental retirement (Roth IRA & 457 Def. Comp.), voluntary benefits (FSA & Colonial Life products), EAP, and paid leave and holidays.

The City of Colonial Heights is an Equal Opportunity Employer