



**CITY OF JERSEY CITY**  
**DEPARTMENT OF HUMAN RESOURCES**  
280 GROVE STREET JERSEY CITY, NJ 07302  
P: (201) 547-5217 F: (201) 547-5022



STEVEN M. FULOP  
MAYOR

NANCY RAMOS  
DIRECTOR

**Revised Job Opening:**  
**Assistant Assessor**

**Department:** Tax Assessor

**Division:** Tax Assessor

**Exempt/Non-Exempt:** Non-Exempt

**Workweek:** 37.5 hours

**Salary:** **\$60,000-\$75,000**, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is looking for an Assistant Tax Assessor. Reporting to the Tax Assessor, this person performs a variety of work relating to the assessment and appraisal of property for taxation purposes and also collects extensive data and determines the assessment of real property. This person would also be involved in overseeing a small number of subordinate employees.

**Job Duties:**

- Field work which includes: property inspections, sales analysis and property valuations
- Investigate and process tax appeals in Tax Court and the County Board of Taxation
- Prepares and maintains property records cards for each parcel of property in the tax district
- Records property sales data and determines usability of sales
- Enter new sub-divisions on official tax maps and in MOD-IV computer program
- Keeps tax maps up to date
- Prepares assessment roll to show increase or decrease in assessments because of new construction, demolition, fire damage, or property exemptions
- Assists in preparation of annual reports
- Examines appeals of assessed valuation and prepares reports for defense of appeals
- Provide testimony before the Tax Court and the County Board of Taxation
- Valuation of residential, commercial and industrial properties
- Communicates with public and answers inquiries relating to assessments

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Required Experience:** Minimum one year of experience in the field of municipal tax assessment, in assessing or appraising residential, commercial, and/or industrial real property. Must possess valid New

Jersey Driver's License.

**Essential Skills:**

- In depth knowledge of the New Jersey's local taxation laws
- Ability to multi-task and juggle multiple assignments
- Strong organizational, research, and oral and written communication skills
- Ability to manage and also work collaboratively with other staff and external parties
- Strong mathematical or statistical background
- Proficient with Microsystem's MOD-IV Computer Program
- Proficient with Microsoft Office Suite, in particular Microsoft Excel

**Preferred Education Background:** Bachelor's Degree; Certified Tax Assessor License.

**Preferred Skills:**

- Extensive experience dealing with data/statistical analysis
- Ideal candidate will have extensive experience appearing before the Tax Court of New Jersey and/or the County Board of Taxation (2+ years)
- Prior experience managing a team and building a sense of teamwork/unity

This is a Civil Service position and you may eventually need to pass and qualify for the applicable civil service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.