



## **TOWN OF SHARON**

### **Town Lister Job Description**

**Applicant must be a registered voter in the Town of Sharon to be eligible.**

**Part-time, Hybrid:** Based on an average of 20 hours per week

#### **OBJECTIVE / POSITION**

A Municipal Lister is an elected official responsible for determining the fair market value of real property within the municipality. This role involves assessing land and permanent structures to ensure equitable property tax assessments. The Lister works closely with other municipal officials and the Vermont Department of Taxes to maintain accurate and up-to-date property records.

#### **DUTIES AND RESPONSIBILITIES**

- Conduct field inspections and appraisals of real property to determine fair market value.
- Maintain and update property records in the Grand List, ensuring accuracy and compliance with state regulations.
- Respond to inquiries from property owners, provide information on property assessments, and address concerns or disputes.
- Prepare and submit required reports to the Vermont Department of Taxes and other relevant authorities.
- Work with other municipal officials, including the Board of Listers, to ensure consistent and fair property assessments.
- Stay informed about changes in property assessment laws and practices through ongoing education and training.

#### **EDUCATION, BACKGROUND AND EXPERIENCE**

- High school diploma or equivalent; additional coursework in real estate, property assessment, or related fields is preferred.
- Previous experience in property assessment, real estate, or a related field is beneficial.
- Strong analytical skills, attention to detail, and proficiency in data management software.
- Excellent verbal and written communication skills, with the ability to interact effectively with the public and other officials.
- Certification as a Vermont Property Assessor through the Property Valuation and Review (PVR) Division is highly recommended.

#### **TECHNOLOGY**

- Ability to use office technology including computers, printers, fax and email
- Skilled in use of Microsoft Office software including Word, Excel and Outlook
- Ability to troubleshoot routine technical issues

#### **WORK ENVIRONMENT/CONDITIONS**

- Combination of office work and field inspections.
- Ability to conduct property inspections, which will involve walking on uneven terrain, standing, and occasional lifting.
- This is a part-time hybrid position with flexibility to work remotely, though office hours are required.

**DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned with or without notice at any time.
- The job description is not an employment contract nor is it a promise of work for any specific length of time.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Sharon is an Equal Employment Opportunity employer.