



## GOVERNMENT OF TRINIDAD AND TOBAGO

### MINISTRY OF FINANCE, VALUATION DIVISION

#### CONTRACTUAL POSITION –

#### JOB DESCRIPTION

#### JOB TITLE: FIELD ASSESSOR SUPERVISOR

#### JOB SUMMARY:

Responsible and complex work of a technical nature relating to valuation of properties.

An employee in this class collects data relating to properties and makes assessments of the value of buildings and other improvements based on standards fixed for the area, in the more complex valuation exercises. Duties involve visiting the various properties to collect data and interviewing persons concerned and supervision of employees.

#### KEY RESPONSIBILITIES:

- Identifies parcels of land from owners' returns and ward sheets; visits area to determine whether the land conforms in shape, size or topography with the standard for use in the same area or determine what variation to the standard should be used.
- Interviews owners of properties and records information concerning location and description of property, owner's name and address, area of land, proximity to community facilities and other existing conditions which would affect value of property and records any modifying factors.
- Notifies appropriate authority of parcels of land not appearing on ward sheets and supplies relevant data concerning such land.
- Inspects parcels of land sold, describes the land and improvements and estimates the cost of improvements according to the standard in use for the area.
- Undertakes the more difficult assessments relating to the value of buildings of reference to the Division's Building Cost Index.
- Submits information collected in approved form to Head Office.
- Keeps records of visits made and work completed
- Performs related work as may be required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the practices and methods used in evaluating property.
- Ability to express ideas clearly and to deal tactfully with members of the public.
- Proficient in Microsoft Office Suite and Project Management.
- Innovative, flexible results oriented, professional in conduct.
- Ability to communicate clearly and concisely both orally and in writing
- Ability to establish and maintain effective working relationships with associates and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**

Experience (18 months to 4 years) in collecting data and making assessments for property valuation such as may have been gained in the lower class; and training as evidenced by a General Certificate of Education, Ordinary Level, or its equivalent, with passes in five subjects, two of which must be English Language and Mathematics, supplemented by successful completion of an in-service training course in valuation subjects; or any equivalent combination of experience and training.