



CITY OF STAMFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities

OPEN COMPETITIVE EXAMINATION NO. 16-06

ASSESSMENT AND TAX EXEMPT COORDINATOR

Salary Range: \$46,143 - \$54,505

POSITION:

Under the general direction of the Assessor or designee, administers and coordinates the State of Connecticut and City of Stamford local option Senior Tax Relief Exemption programs and Veterans Exemption programs. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduate of an accredited high school and a minimum of three (3) years' experience in tax and assessment field.

Note: Prior knowledge and understanding of statutes and ordinance pertaining to exemption and benefit programs is preferred.

SCOPE OF EXAMINATION:

There will be a written examination held on **Thursday, March 31, 2016** which will test for the following:

- Problem Solving, Analysis and Mathematical Abilities
- Written and Verbal Communications Skills
- Public and Interpersonal Relationships

APPLICATION PROCESS:

A completed "City of Stamford Application for Examination or Employment" must be submitted or postmarked on or before **March 11, 2016** (the last filing date) to be considered eligible for purposes of this examination. A resume and/or other correspondence will not be considered as equivalent to an application. **Incomplete applications will be rejected.** Please note that "see resume" does not constitute a complete application.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 02/19/2016

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

CITY OF STAMFORD

888 WASHINGTON BOULEVARD

STAMFORD, CONNECTICUT 06904

TELEPHONE (203) 977-4070

www.cityofstamford.org

General Conditions for Job Announcements and Civil Service Information can be viewed at

www.cityofstamford.org

CHANGE OF ADDRESS:

It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

Frank Greene

Julie Granser

Peter Nanos

Marc Teichman

Carl Weinberg