

**CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR**

December 31, 2019

Volume 5

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Hours:
Monday -Friday
8 a.m. - 5 p.m.

Website: <https://www.nashuanh.gov/150/Assessing-Department>

IMPORTANT DATES

**January 2nd &
January 16th
Board of Assessors
Meetings**

**NOTE: NEW START
TIME
9:00 am in the City Hall
Auditorium**

**City Offices will
be closed:**

**January 1st
New Years Day

&
January 20th
Martin Luther King, Jr.
Day**

City of Nashua Seeks Chief Assessor

LOCATION: Administrative Services Division
AFFILIATION: Unaffiliated
SALARY & GRADE: Salary based upon qualifications - Grade 19 - \$98,226-\$114,929

GENERAL DESCRIPTION

Leads the Assessing Department for the City of Nashua, New Hampshire's second largest community. Plans, directs and participates in assessment and appraisal services, exemption and credit qualifications, related constituent services and public relations in the highest quality manner. Establishes and administers excellence in customer-responsive, cost effective, and legally compliant assessment standards and procedures.

PREFERRED QUALIFICATIONS

Extensive knowledge of applicable City and State laws, regulations and practices governing Nashua's assessment activities. A relevant degree from a 4 year accredited institution and ten plus years of related experience; or equivalent combination of education and experience. Certified New Hampshire Assessor Manager (CNHA) certificate or the ability to acquire it within one (1) year. Certified by the New Hampshire Department of Revenue Administration as an Assessing Supervisor. General Appraiser's license desirable. Successful completion of IAAO courses 101, 102, 300, and 400. Proficient computer user, including experience in Computer Assisted Mass Appraisal Systems. Proven ability to work with the public, city administration, elected officials, subordinates and co-workers.

APPLICATION PROCEDURE: Submit online application, resume, and cover letter through the City of Nashua website at: <http://applitrack.com/nashua/onlineapp/>

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

THE ASSESSING "MONTHLY MONITOR" :

**We will be issuing updates monthly to our residents in our Monthly Newsletter.
To sign up please visit the Assessing page on the Nashua city website:
www.nashuanh.gov/assessing.**

Elderly and Disabled Exemptions

Starting January 2nd, the department's administrative staff will start to accept applications for Elderly and Disabled tax exemptions. As always, Veterans' can apply year round.

The City's website, <https://www.nashua.nh.gov/157/Exemptions-Credits>, is a great place to visit to get an understanding and complete descriptions of all Exemptions and all Credits offered to Nashua residents at this time.

Staff will be available at the Nashua Senior Center on January 13th from 2-3 pm.

FULL MEASURE & LIST APPRAISAL and REVALUATION UPDATE

Contract Approval continues. Please see the Assessing Department page on the city website for more

CITY ASSESSORS

Certified Assessors are well trained professionals with years of experience in their trade. Read below to understand the requirements and qualifications they must attain. These requirements are defined within the Asb Rules, Chapter 300 found at http://gencourt.state.nh.us/rules/state_agencies/asb.html

Requirements to be a DRA Certified Assessor

Must have met all the requirements for a DRA-certified property assessor assistant in accordance with Asb 303.4.

• Application must have successful completion of the following courses:

- a. IAAO Course I02.
- b. Recent USPAP course or workshop
- c. NH State Statutes courses - part 1 and 2

• At the minimum, 4 years of experience consisting of:

- a. Three years of experience in the appraisal of various types of real estate; and
- b. One year of mass appraisal revaluation experience with 1,000 hours that is comprised of some combination of:
 1. Assistance with the development and or maintenance of a data collection manual;
 2. The basic understanding of how CAMA systems are implemented and utilized;
 3. Sale validation experience;
 4. Review and training on mass appraisal techniques, market analysis results, and assistance in the preparation of a USPAP-compliant report under the supervision of a DRA-certified property assessor supervisor; and
 5. Training and assistance in the process of abatement review and the defense of assessed values under the supervision of a DRA-certified property assessor or DRA-certified property assessor supervisor;

Documentation of the continuing education requirements in Asb 305.01, if the DRA property assessor certification has been held over the previous 5 years; and

Thorough knowledge of the duties of a DRA-certified property assessor as specified in Asb 304.03.

Requirements to be a Certified New Hampshire Assessor
(CNHA) **Defined by NHAAO.org**

Minimum Qualifications

- Application must have successful completion of the following courses:
 - a. IAAO Course I or equivalent.
 - b. IAAO Course II or equivalent.
 - c. IAAO Course 300 (Series, Mass Appraisal)
 - d. IAAO Course 400
 - e. USPAP 15 Hours
 - f. NHAAO/DRA State Statutes Part I & Part II
- DRA Certification as Assessor or Supervisor.
- At least four (4) years full time experience in the appraisal, as defined by USPAP, of various types of real estate – one (1) of which will be experience in the assessing function. (List 14 functions.)
- Exam must be proctored by a Certified NH Assessor (CNHA)
- Applicant must receive a minimum grad of 70, (the grade is confidential between examinee and grader) Exam on a pass/fail basis.

Recertification

- Re-certification cycle is every 5 years from the original date of issue. Each cycle requires 50 credit hours of continuing education by the CNHA to meet the recertification requirements.

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Documentation of attendance at a USPAP (initial or update) course and NHAAO/DRA State Statutes course (full course or update) once every five years as required for recertification

PLEASE NOTE:

Safety of our residents is important to our department. Assessors should only enter homes if a resident over 18 years old is present.

All city assessors wear a city identification badge.