

Town of Plymouth, Vermont Lister Position Available

The Town of Plymouth has an opening for a part-time Lister. Applicant must be a resident of the Town of Plymouth. This position is approximately 15-20 hours a week with a flexible schedule. Initially, there will be in-depth, outside, training provided to maximize Listers time with a review within six (6) months.

- A Lister plays an important role in the Town as it is the official who is charged with determining the value of real property in the Town on which the Select Board will set a tax rate.
- Listers will appraise all taxable property in the Town at the fair market value. The estimated fair market value is the price that the property will bring in the open market when offered for sale.
- Listers must set all real property in the Grand List at one percent of its listed value on April 1 of the year of its appraisal.
- Listers will provide an annual abstract of the Grand List to the Town Clerk for forwarding to the Vermont Department of Taxes Division of Property Valuation and Review. Timely filing is necessary for the receipt of State Highway and Education Aid.
- Listers hold grievance hearings for tax payers who wish to grieve their appraised value. The decisions of the Listers may be appealed to the Board of Civil Authority, and the Listers may appear before the Board to defend the appraised values in question.
- The Listers sit as part of the Board of Tax Abatement to determine whether a taxpayer may have his or her taxes abated.
- Many of the Listers' job responsibilities have requirements concerning timing, notification, and format, as well as substance, which must be strictly adhered to. Towns have lost appeals because procedural details were overlooked. You must carefully read, understand and follow the statutes.
- Assist the public by answering questions and explaining everything from the valuation process to homestead/house site values as well as the appeal process.
- Be able to unravel complex questions regarding mapping and parcel data.
- Data organization and filing from appeals, bills, purchase requests, etc.
- Building permit data entry and spreadsheets when the CAMA System AssessPro is in place.
- Be able to find a value for each parcel in ownership of multiple parcels.
- Correspondence
- Stay up-to-date by attending classes, seminars and webinars.
- Knowledge of NEMRC, VTPie, word, and excel a plus, but not mandatory.

Please submit your resume and/or a completed application to the Plymouth Town Clerk's Office at 68 Town Office Road, Plymouth, Vermont 05056 or email clerk@plymouthvt.org. Applications will be accepted until the position is filled. The Town of Plymouth is an Equal Opportunity Employer.