



Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520
(609) 490-5100 Fax: (609) 448-2672
Website: www.hightstownborough.com

Job Description: The Borough of Hightstown is seeking a qualified and dedicated individual to fill the position of part-time Tax Assessor. The ideal candidate will be responsible for overseeing the assessment of real property within the Borough, ensuring accuracy, fairness, and compliance with New Jersey state laws. This position requires a strong understanding of property valuation and taxation policies and the ability to interact effectively with property owners, local officials, and the public.

Key Duties and Responsibilities

The key duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Conduct property assessments and establish property values for ad valorem taxation purposes.
- Review and maintain accurate property assessment records, including real property and as relates to the annual PT-10 form submission.
- Ensure assessments comply with local ordinances and New Jersey State statutes.
- Prepare and maintain reports of assessed values and submit required documentation to the County Board of Taxation.
- Respond to property owner inquiries regarding assessments, valuations, tax appeals, and any other related tax matters.
- Manage the Borough's defense of all tax appeals and work with the Borough Attorney and Board of Taxation/NJ Tax Court on appeal matters as needed.
- Work closely with borough officials to ensure accurate and timely reporting of tax assessments.
- Stay current with property tax laws, regulations, and best practices changes.
- Perform or spearhead property revaluations as ordered by the County Board of Taxation or State Division of Taxation.
- Evaluate and approve or deny applications for property tax exemptions and deductions.
- Manage the assessment component of PILOT (Payment in Lieu of Taxes) agreements where applicable.
- Perform inspections of properties to verify data used for assessments, particularly after construction, renovations, or alterations.
- Manage/approve assessments related to the Borough's 5-year tax abatement program.
- Work with the borough tax collector on any correlated departmental matters.

Qualifications:

- A New Jersey Certified Tax Assessor (CTA) license is required.
- Previous experience in property assessment, real estate, or a related field is required.
- Strong knowledge of New Jersey property tax laws and assessment practices.
- Proficiency in BRT tax assessment software and Microsoft Office Suite.
- Excellent communication, organizational, and analytical skills.

- Ability to work independently.
- Strong attention to detail and problem-solving skills.
- Valid New Jersey driver's license.
- Experience working in a municipal government setting.

How to Apply: Interested applicants should submit a resume, cover letter, and proof of certification (if applicable) to priggio@hightstownborough.com. Please include "Tax Assessor Application" in the subject line.

The Borough of Hightstown is an Equal Opportunity Employer. We encourage applications from individuals of all backgrounds and experiences.