TAX ASSESSOR – MOUNT LAUREL, NEW JERSEY

Duties and Responsibilities of the Assessor

**Valuation:** Performance of this duty by the Assessor and/or the Deputy Assessor involves determining the taxability and fair market value of all new, existing and improved properties within the municipality.

**Procedures used include:**

1. Field inspection
2. Structural measurement
3. Calculation of the Assessment
4. Sales analysis
5. Market trend studies
6. Income and Expense Analysis

**Administration:** Administrative responsibilities of the Assessor include:

1. Maintaining and updating assessment records.
2. Tax map maintenance in conjunction with the municipal engineer.
3. State mandated regulations:
   A. Sales analysis for equalization of school aid and county taxes.
   B. Processing of applications for exemptions or deductions including Veterans, Senior Citizens, Disabled Persons and other legally taxexempt properties.
   C. Inspection of properties and determination of Farmland Assessment applications.