

OFFICE

OF

TAX ASSESSOR

**TOWNSHIP OF JACKSON  
2007 BUDGET**

DEPARTMENT NAME: Tax Assessor

DEPARTMENT BUDGET CODE: 150

NARRATIVE SUMMARY

A. GENERAL DUTIES

The Municipal Assessor's Office is responsible for discovery, listing and valuing all taxable property. To maintain the records of the 21,000 parcels within the Township accurately and ensure that the value is proper so that each taxpayer pays no more than his fair share of taxes.

The Municipal Assessor is responsible for defending Assessments before the Ocean County Board of Taxation or the New Jersey Tax court as required. He also administers all State Deduction and Exemptions for Real Property.

The Municipal Assessor occupies a unique position within the framework of local government. Assessors, though they are chosen and appointed by Municipal Officials are nevertheless Public Officers in the broadest sense. Their duties are imposed by State Law and clearly defined in State Statutes. When assessing property for taxation, the Assessor performs a governmental function in which he has been described as acting as an agent of the legislature. In determining the taxability of property and in assessing property, the position of Assessor takes on a Judicial quality. In the discharge of these duties the Assessor is not subject to local control in carrying out his Magisterial functions. The intent is that in determining taxability of property and valuing property for taxation, Assessors, like Judges should be free to perform their duties without fear of local retaliation and should, to the greatest extent possible, be immune from undue pressure and harassment. However, though Statutory scheme is to free the Assessor from local control in levying assessments, the Assessor, nevertheless, is subject to compliance with certain local requirements, and is further subject to supervision at both the County and State levels of Government. (from the Handbook for New Jersey Assessors)

B. SPECIFIC ACHIEVEMENTS FOR 2006 .

Received approval for the new digital Tax Maps of the Township by the State Division of Taxation. Found and corrected over 3,200 mismatches from the old Block and Lots to the new numbering system.

Completed the work involved in placing on the tax rolls all new minor and major subdivisions, in addition to all newly constructed homes and improvements.

**TOWNSHIP OF JACKSON  
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C. SPECIFIC OBJECTIVES FOR 2007

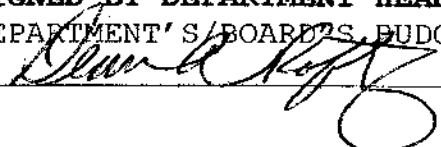
To successfully convert the Townships' Block and Lot system to the newly approved Tax Maps' Block and Lot system that was required by the State Division of Taxation.

Oversee the ongoing Revaluation of the Township, slated to become effective for Tax Year 2009.

(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)

**ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON**

I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS  
HERETO ATTACHED \_\_\_\_\_



**2007**  
**MUNICIPAL ASSESSOR'S DEPARTMENT**  
**ORGANIZATION CHART**

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**MUNICIPAL TAX ASSESSOR**  
Dennis A. Raftery, CTA

**DEPUTY TAX ASSESSOR**  
Toni Nagle Rowe, CTA

**ASSISTANT TAX ASSESSOR**  
Gloria Yanis

**PRINCIPAL CLERK TYPIST**  
Nicole Najarian

**SENIOR ASSESSING AIDE**  
Ted Tobiassen

**SENIOR CLERK**  
Diana Vasey

**ASSESSING AIDE**  
Craig Enz

**SENIOR CLERK**  
Marie O'Donnell

# TOWNSHIP OF JACKSON

DEPARTMENT NAME: TAX ASSESSOR

DEPARTMENT CODE: 7-01-20-150-010

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007 TWP. ADMIN. REC. CAP IC	2007 OC	2007 FINAL
TAX ASSESSOR	D. RAFTERY	\$87,931		\$91,184		
<b>TOTAL</b>		<b>\$87,931</b>		<b>\$91,184</b>		
DEP. TAX ASSESSOR	T. NAGLE-ROWE	\$45,000		\$46,665		
<b>TOTAL</b>		<b>\$45,000</b>		<b>\$46,665</b>		
ASST. ASSESSOR	G. YANIS	\$47,990		\$49,340		
LONGEVITY 10%		\$4,799		\$4,934		
<b>TOTAL</b>		<b>\$52,789</b>		<b>\$54,274</b>		
ASSESS. AIDE	C. ENZ	\$28,975		\$30,325		
SR. ASSESS. AIDE	2/13/2007		\$31,427	\$964	PRO-RATED	
5TH ANNIV. 10/28/07			\$33,632	\$368	PRO-RATED	
<b>TOTAL</b>		<b>\$28,975</b>		<b>\$31,657</b>		
PR. CLK TYP.	C. NAJARIAN	\$33,384		\$34,734		
LONGEVITY 5%		\$1,669		\$1,737		
SEC. ASSISTANT	2/26/2007		\$35,836	\$918	PRO-RATED	
<b>TOTAL</b>		<b>\$35,053</b>		<b>\$37,389</b>		
SENIOR CLERK	M. O'DONNELL	\$30,077		\$31,427		
<b>TOTAL</b>		<b>\$30,077</b>		<b>\$31,427</b>		
SR. ASSESS. AIDE	T. TOBIASSEN	\$32,282		\$33,632		
<b>TOTAL</b>		<b>\$32,282</b>		<b>\$33,632</b>		
SENIOR CLERK	D. VASEY	\$30,077		\$33,632		
10TH ANNIV. 6/23/07						
<b>TOTAL</b>		<b>\$30,077</b>		<b>\$33,632</b>		
\$326,195 BUDGETED IN 2006.						
<b>GRAND TOTAL:</b>		<b>\$342,184</b>		<b>\$359,860</b>		

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TOWNSHIP OF JACKSON  
PERSONNEL JUSTIFICATION SHEET  
2007

FORM 1-A

PAGE: 1

DEPARTMENT NAME: ASSESSMENT OF TAXES

DEPARTMENT CODE: 150

This sheet is to be used to list the job duties of all full time, part time or seasonal personnel currently employed by The Township of Jackson and working in your Department.

Describe in detail each distinct task, duty, etc., each employee or group of employees perform. Use addition sheets as required.

TITLE: **Municipal Tax Assessor**

OCCUPANT(S): **Dennis A. Raftery**

JOB DUTIES/FUNCTIONS:

1. Discovers, lists, and values all Taxable Property in the Township of Jackson
2. Defends all Tax Appeals files by property owners
3. Supervises the Staff assigned to the Assessor's Office
4. Under the immediate supervision of the Ocean County Board of Taxation and the Director of the New Jersey Division of Taxation, completes any additional tasks required under State Statute.

TITLE: **Deputy Tax Assessor**

OCCUPANT(S): **Toni Nagle-Rowe**

JOB DUTIES/FUNCTIONS

1. Under the direction of the Municipal Assessor:
  - a. Supervises the clerical and appraisal staff
  - b. As a Certified Tax Assessor, assists the Assessor in detailed Assessing projects including Township Revaluation.
  - c. As a Certified Tax Assessor is able to act in the Assessor's absence in State & County Assessment matters
  - d. Appears at Department Head meetings when Assessor is away from Office
  - e. Answers telephone and personal inquiries

TITLE: **Assistant Tax Assessor**

OCCUPANT(S): **Gloria Yanis**

JOB DUTIES/FUNCTIONS:

1. Under the direction of the Municipal Assessor:
  - a. Jointly with the Deputy Assessor supervises the clerical and appraisal staff
  - b. Responsible for supervising Field Inspectors for new buildings.
  - c. Completes Added and Omitted Assessments of all new buildings.
  - d. Assists Municipal Tax Assessor with special projects as required

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN A REDUCTION IN WORK FORCE.

TOWNSHIP OF JACKSON  
PERSONNEL JUSTIFICATION SHEET  
2007

FORM 1-A

PAGE: 2

DEPARTMENT NAME: ASSESSMENT

DEPARTMENT CODE: 150

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TITLE: Principal Clerk Typist

OCCUPANT(S): Nicole C Najarian

JOB DUTIES/FUNCTIONS:

1. Under the direction of the Municipal Assessor:
  - a. organizes and prepares several mailings required of the Assessor each year, i.e. Chapter 75 Forms, Farmland Forms
  - b. assists in the preparation of the Added and Omitted Assessments
  - c. completes required clerical duties involved with incoming and outgoing correspondence
  - d. sets up new file folders as required
  - e. maintains the office supplies and prepares purchase orders and related forms as required
  - f. answers phone inquiries and "in person" inquiries and directs same to the appropriate staff member

TITLE: Senior Clerk

OCCUPANT(S): Diana Vasey

JOB DUTIES/FUNCTIONS:

1. Under the direction of the Municipal Assessor:
  - a. assists in the preparation of Added and Omitted Assessment letters
  - b. receives property deduction applications, reviews them, makes preliminary decision, and prepares same for Assessor signature
  - c. makes mailing address changes in system as required
  - d. answers phone inquiries and "in person inquiries" as required and assigned
  - e. assists with special projects as required

TITLE: Senior Clerk

OCCUPANT(S): Marie O'Donnell

JOB DUTIES/FUNCTIONS:

1. Under the direction of the Municipal Assessor:
  - a. assists in the preparation of Added and Omitted Assessment letters
  - b. makes mailing address changes in system as required
  - c. receives and processes deed transactions and enters data in system
  - d. is in training in the creating of new lots from subdivisions that are filed
  - e. answers phone inquiries and "in person inquiries" as required and assigned
  - f. assists with special projects as required

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TOWNSHIP OF JACKSON  
PERSONNEL JUSTIFICATION SHEET  
2007

FORM 1-A

PAGE: 3

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TITLE: Senior Assessing Aide

OCCUPANT(S): Theodore Tobiassen

1. Under the direction of the Municipal Assessor:
  - a. completes field inspections of new structures and improvements to existing structures
  - b. maintains digital photographs in system as taken
  - c. assists with special projects as required

TITLE: Assessing Aide

OCCUPANT(S): Craig Enz

2. Under the direction of the Municipal Assessor:
  - d. completes field inspections of new structures and improvements to existing structures
  - e. maintains digital photographs in system as taken
  - f. assists with special projects as required

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