

ASSISTANT ASSESSOR

Department: Assessors
Division:
Appointing Authority: Mayor

Grade: S4
Revision Date: 8/18
Bargaining Unit: S

Definition:

Serves as Assistant Assessor to the Board of Assessors. In coordination with the Finance Director and Mayor or designee(s), incumbent is primarily responsible for updating and maintaining detailed, accurate records of all real property including assessment and mapping services. In addition, incumbent performs related office support functions and administrative duties as required and in accordance with state and local statute and regulations; all other work that is logical to the position.

Supervision:

Works under the general supervision of the Finance Director and Mayor or designee(s) who outlines general work assignments, provides administrative direction, guidance and assistance, and evaluates effectiveness of position.

Environment:

Work is a combination of office and fieldwork. May involve attendance at evening meetings. Varied work in a multi-task environment. Duties are performed under typical office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate.

Performs varied responsible professional duties requiring independent judgment and initiative in the administration of the assessor's office; work is performed in strict accordance with the directives and policies of the Massachusetts Department of Revenue (DOR) and in compliance with Massachusetts General Laws. Ensures compliance with applicable laws, rules, regulations, and departmental policies, procedures and methods.

Has access to and control of confidential records subject to non-disclosure or limited disclosure pursuant to law, regulation or policy.

Has frequent contact with citizens, employees, departments, boards and committees, state agencies, outside organizations and community leaders or citizens groups, vendors, contractors, the general public.

Errors in judgment and administration may adversely impact operations resulting in municipal tax revenue, inequitable assessments, cause confusion or delay, cause an adverse impact on public opinion, or legal and financial repercussions, and lower standards of service to taxpayers.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Coordinate the inspection of real property. Review and confer with the Finance Director and Mayor or designee(s) regarding real property that is the subject of the appeal. Variety of assessment and administrative duties involving general knowledge of Town policies and procedures.

Oversee the day-to-day operations of the Assessor's Office; Maintain administrative and clerical procedures, files and records, reporting and communication methods; Maintain mapping information on all lots and subdivisions and regularly update the planning department; Assist in processing abatements; Conduct field audits on new houses, assess alterations and recommend revised valuations to the Finance Director and Mayor or designee(s); Perform related duties as required. Answer questions and investigate complaints of routine matters.

Wide variety of assessment and administrative duties involving general knowledge of Town policies and procedures, and their application to cases not previously covered. Duties require considerable judgment and to make decisions guided by precedent and within limits of established policies.

Ability to maintain overview of detailed and accurate records using data processing; ability to compute using various statistical methods; and the ability to work with a computer on a daily basis; ability to establish and maintain effective working relationships with city officials and the public.

Minimum Qualifications:

Knowledge, Ability and Skill:

Thorough knowledge of current assessment practices, principles and procedures including municipal laws relating to the assessment of property and levying of taxes; knowledge of property classes, types, values and prices.

Ability to understand, learn interpret and explain laws, regulations, policies and procedures related to the Assessor's function and to apply such guidelines appropriately to different situations; Ability to maintain overview of detailed and accurate records using data processing; ability to compute using various statistical methods.

Ability to establish, interact effectively and tactfully and maintain effective working relationships with a wide variety of individuals including management, personnel, other department staff, outside professionals and the general public.

Ability to organize and manage multiple projects and priorities; Communicate clearly and concisely with others, both orally and in writing; Perform detailed work accurately and efficiently within strict deadlines.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications.

Wide variety of assessment and administrative duties involving general knowledge of Town policies and procedures, and their application to cases not previously covered. Duties require considerable judgment to devise methods and techniques for evaluating properties, and to make decisions guided by precedent and within limits of established policies.

Education and Experience:

High School diploma or equivalent; Associate's degree a plus; Five years experience in the valuation of real property for tax purposes; or any equivalent combination of education and experience; Office administrative experience required; Experience with municipal taxation procedures, business management and accounting procedures is preferred. Must be certified as Massachusetts Accredited Assessor (MAA) with in two years of appointment.

Physical Requirements:

More than half of time spent in normal office conditions; Field visits involve regular periods spent outside subject to weather conditions and construction-site conditions while conducting appraisals.

Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity. Minimal physical effort required under typical office conditions include regular sitting, talking, walking and mental concentration for extended periods; Occasional standing and climbing; occasional requirement for sustained uncomfortable physical positions; Ability to maneuver stairs and uneven terrain for field inspections; Intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations.

Special Requirements: Must have a valid class D drivers license; Ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required. Experience in MUNIS environment preferred. Some evening work is required to attend meetings and hearings. Must successfully pass CORI/ SORI checks.

Approved:



Human Resources Director

9-12-18

Date

Revision History: 2/99, 7/08, 8/18



Mayor

Department Head

[SSEA Review: NG]