

JOB DESCRIPTION

Job Description

Assistant Assessor

Total Points

Factors	Substantiating Data	Degree	Points
Summary of Responsibilities	The Assistant Assessor performs skilled routine to complex technical work involved in appraising and examining all types of real property for assessment purposes to Mass Appraisal Standards using technical judgment and knowledge of state and local laws, regulations and guidelines and the policies of the Board of Assessors. The Assistant Assessor has access to, and must exercise discretion regarding, confidential and sensitive information. Errors could result in loss of revenues due to late tax billing, significant delay or loss of services, adverse public relations and/or legal repercussions.		
Education	<ul style="list-style-type: none"> - Bachelor's Degree in Business Administration, Economics, Real Estate, or related field - Massachusetts Assessor Certification (MAA, RMS, CMA) or completion of assessing courses offered by the Massachusetts Association of Assessors or International Association of Assessing Officers, preferred. - Valid Massachusetts Driver's License, and satisfactory driving record required 		
Experience	Three (3) years of progressively responsible experience as assessor, appraiser, or in a related field, experience in a Massachusetts municipal setting preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job		
Essential Functions	<ul style="list-style-type: none"> - Assists the Board of Assessors in the performance of all assessing functions required by Massachusetts General Laws and as required by local law, policies and procedures - Determines market values of property by using appropriate appraisal techniques; conducts research of real property when necessary to obtain additional valuation data and to locate all taxable property; performs field measurements and inspections of residential and commercial buildings and property, including but not limited to, new and incomplete construction, additions, alterations and demolition - Inspects the location of new businesses to determine the values of taxable personal property, such as office equipment and machinery - Maintains property record cards for real property, including collected data and calculated cost with depreciation, current market and assessed value considered; enters data into designated databases - Provides information to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions - Investigates requests for abatements and exemptions of property tax and provides assistance to the Board of Assessors in connection with abatement and exemption applications - Under direction of Board of Assessors, assists in the commitment of real estate, personal property, motor vehicle, special assessment tax bills and delinquent municipal charges to the Tax Collector 		

	<ul style="list-style-type: none"> - Under direction of Board of Assessors, administers contracts with firms or individuals providing professional assessing services to the municipality, such as computer services, revaluation services, and field inspection services - Assists in the prosecution/defense of Appellate Tax Board and/or court cases - Attends all meetings of the Board of Assessors; takes, prepares and distributes meeting minutes. - Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others - Performs similar or related work as required or assigned 		
Complexity of duties	<ul style="list-style-type: none"> - Thorough knowledge of the principles and practices of appraisal, valuation and assessment of real and personal property, and the Massachusetts General Laws related to municipal assessment functions, Department of Revenue assessment administration standards, and other applicable state and federal laws - Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, and/or the public - Ability to communicate effectively in written and oral form; aptitude with numbers - Ability to work in high pressure situations and multi-task, as necessary - Good organizational skills; detail oriented, takes initiative and able to work independently - Ability to handle multiple tasks, prioritize effectively, and meet deadlines - Proficiency in typing, word processing, spreadsheet, presentation and database software (such as MS Word and Excel) - Demonstrated knowledge of computer assisted mass appraisal CAMA systems - Reliability essential 		
Supervision required	<ul style="list-style-type: none"> - The Assistant Assessor is appointed by the Board of Assessors, and reports to Board of Assessors. The employee works under the general direction of the Board of Assessors, within established policies and procedures and/or policies of the Board of Assessors, and the requirements of state and local law. 		
Contacts with others	<ul style="list-style-type: none"> - Oversee the office during regular assessor's department hours. - Answers telephones calls as needed. - Interacts and communicates frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town 		
Confidential data	See summary (above)		
Working conditions	<ul style="list-style-type: none"> - This duties of this position are normally performed in an office environment - Some outdoor field work, conducted under varying weather conditions with exposure to some occupational risks and necessitating local travel, also required - Must have the ability to walk and see property in all weather condtions and must be able to physically walk on uneven locations and perhaps in/on unfinished building sites - On occasion, might be required to lift/move objects weighting up to 10 pounds. 		

	- Might require evening office hours and occasional evening meetings		
Remarks	<ul style="list-style-type: none"> - Appointment (hiring) is made by the Board of Assessors under Ch 41 sec 25A. - All work is performed under the supervision and direction of the Board of Assessors. - All working hours and conditions of employment will be negotiated with the Board of Assessors before budget is finalized. <p><i>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.</i></p>		
For Supervisory Positions only			
Character of supervision	N/A		
Scope of supervision	N/A		