

ADMINISTRATIVE ASSESSOR

Position Purpose:

The purpose of this position is to perform routine to semi-complex administrative and professional work assisting with the inspection of real and personal property, and performing administrative and technical support functions for the Director of Assessments and the Board of Assessors. An Administrative Assessor is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring the exercise of considerable judgement and initiative in interpreting and adapting department guidelines to particular situations.

Supervision Received: Work is performed under the general direction of the Director of Assessments and the Board of Assessors, and in accordance with state and local laws and regulations. Employee refers all unusual cases to supervisor. This position is subject to review and evaluation according to the Town's personnel rules and regulations.

Supervision Given: None.

Job Environment:

Administrative work is performed under typical office conditions; the noise level is moderate at times. Occasional field work is conducted outdoors at which time the incumbent is exposed to weather extremes of heat and cold temperatures and inclement weather; incumbent is required to traverse uneven terrains and is subject to the hazards associated with construction sites.

Operates an automobile, computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with the general public, state/federal officials and agencies, attorneys, lending institutions, real estate professionals, and property appraisers; contacts with the public require courtesy and patience. Contacts are in person and by telephone and involve an information exchange dialogue.

Has access to department-related confidential information such as tax deferral or exemption applications, requiring the application of appropriate judgment, discretion and professional protocols.

Errors in administration and judgment could result in reduced levels of service, inequitable assessments, loss of municipal tax revenue, and have financial and legal repercussions.

Essential Functions:

(The essential functions or duties 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.)

Provides information and assistance in person, on the telephone, and in writing to property owners and others regarding the municipality's assessment policies and procedures, assists in the determination of specific valuations, tax abatements, and exemptions. Assists the public in locating property on Assessor's maps, and in filing abatement/exemption applications.

Assists with the inspection of new construction, additions, alterations, and deletions to any taxable property, in order to estimate fair market value for taxation purposes. Maintains detailed and accurate field records of inspections.

Assists with the researching and processing of applications for abatement or exemption of property tax. Assists taxpayers with applications for motor vehicle excise tax abatements.

Assists in the departmental preparation of Appellate Tax Board cases and court appearances.

Maintains and updates property record files, inputting data and information into the manual and computer files.

Prepares and certifies lists of abutters for various board, officials, and various individuals requiring such lists.

Performs general administrative, clerical, and technical work in the Assessing Office.

Attends professional meetings, training programs and seminars to maintain knowledge of field.

In addition to routine office tasks, may be given specific/specialized projects to perform or research.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education supplemented by courses in real estate appraisal, plus four years of general business experience, at least one of which involves work in a real estate environment; or an Associate's degree in business administration or related field, supplemented by courses in real estate appraisal and two years of general business experience; or any equivalent combination of education and experience.

Special Requirements:

Employee should hold or be working towards a certificate in municipal assessing, with a designation of Massachusetts Accredited Assessor (MAA) issued by the Massachusetts Association of Assessing Officers.

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the Massachusetts laws relating to municipal finance and property assessment for tax purposes. Familiarity with alternative formulae for determining assessment on various types of property. Working knowledge of computerized appraisal systems. Knowledge of mapping procedures.

Ability: Ability to deal with the public in a courteous and tactful manner. Ability to work with little supervision. Aptitude and attention for details and accuracy. Ability to work effectively under time constraints to meet deadlines.

Skill: Aptitude for working with numbers and details. Skill in typing and in the use of standard office machines. Excellent verbal and written communication skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and listen; required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, bend and stretch to reach low and high shelves. Employee must have the ability to use a keyboard at an efficient speed. The work requires lifting print and other materials, office equipment and supplies weighing up to 10 pounds and being able to carry a reasonable quantity of materials from places where they are stored to places where they may be used. Employee must be able to traverse all levels of a construction site. Intermittent reaching, crouching, and similar activities. Vision and hearing at or correctable to normal ranges.

(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 requirements of the job change.)