



TOWN OF MERRIMAC

Board of Assessors

6 School Street

Merrimac, MA 01860

Phone (978) 346-9022

hroche@townofmerrimac.com

ASSISTANT ASSESSOR

April 28, 2025

Town of Merrimac is seeking a qualified candidate for the position of Assistant Assessor. This position is a full time, 35 hour per week position, salary range \$52,000 to \$56,000. This position works under the general direction of the Principal Assessor. The Assistant Assessor is responsible for administrative, technical and clerical work related to the valuation and re-evaluation of all residential, industrial and commercial real estate and personal property within the town.

Preferred candidate will possess a college degree or high school diploma plus two years job related experience. Two years in a municipal assessing position preferred. A valid Class D motor vehicle license required.

This is a full time, benefit eligible position, 35 hours per week, 5 days including requiring working one late night.

Submit application and resume to the Principal Assessor at hroche@townofmerrimac.com, or Board of Assessors attn. Heather Roche, 6 School St., Merrimac, MA 01860. Position open until filled.

For a full job description and to apply online, visit:

<https://townofmerrimac.com/employment-opportunities/>

The Town of Merrimac is an equal Opportunity Employer.



ASSISTANT ASSESSOR

FULL TIME POSITION (35 hours)

Position Purpose:

The purpose of this position is to perform responsible clerical and administrative work of moderate difficulty and responsibility in supporting the operations of the Principal Assessor to discharge the duties of the office; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of some judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Reports to the Principal Assessor. The employee has the responsibility for initiating, planning and carrying out other projects independently.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions; duties are performed with frequent interruptions throughout the day. Work environment is moderately noisy.

Operates computer, calculator, copier, postage machine, telephone and other standard office equipment.

Makes frequent contacts with the general public, town officials, town departments, outside agencies, taxpayers, attorneys, real estate professionals and the Department of Revenue. Contacts involved are made by telephone, in person, computer or written correspondence. Requires courtesy and discretion. Work involves handling a variety of problems, questions and situations with established criteria and techniques.

Has access to limited department-related confidential information including personal information about citizens (e.g., abatements, exemptions, financial statements, etc.).

Errors could result in considerable delay and confusion and have significant 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 in the office, and by telephone, to property owners and others regarding the Town's assessment policies and procedures, the determination of specific valuations, tax

abatements, and exemptions, ownership, property records and assessed values. Assists the public in locating properties on the Assessor's maps and in books. Assists taxpayers in applying for abatements and exemptions, explaining the laws and procedures when necessary.

Types a variety of documents including correspondence, warrants, vouchers, purchase orders, bills, specifications, legal notices, and numerous reports. Assembles and computes data and prepares statistical reports.

Performs data entry of information into the Department's assessing software program. Enters information on deeds, permits, growth, sketching, real estate sales, and property tax information.

Check email for correspondence from the Department of Revenue and for deeds from the Registry of Deeds. Prints deeds, cross-references and sends sales verifications.

Assists taxpayers at the counter and on the telephone to apply for Real Estate Personal Exemptions and Motor Vehicle abatement applications. Ensures all proper paperwork is completed and submitted to Board members, tax office, and filed electronically and in hard copy.

Prints copies of tax maps and or property record cards for property owners as needed. Answers questions.

Receive, date, and stamp all applications for abatement of Real Estate or Personal Property taxes. Ensures the abatements meet the deadline for filing. Work with Principal Assessor to present applications to Board of Assessors at meetings. Prepare documentation for Board members to review. Calculate new values and abatement amounts when needed.

Print reports for preliminary tax billing. Run files and email to Tax Collector's vendor to generate Tax Collector's records when needed. Provides copies of prior fiscal year exemptions and betterments and liens files.

Update property sales information in database and provide Tax Collector with new owner information.

Match building permits with parcels and pull cards for Assessors. Enter permit data into database.

Mail a variety of forms and documents.

Process certified abutters list for various Boards, Officials, and the general public when required.

Processes the department's mail.

Maintains and updates property ownership, valuation and a variety of information systems, files, and records.

Purchase needed supplies for Assessor's department.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

College degree or High school education plus two years of office experience. Completion of Department of Revenue Course 101 is also required within 1 year of employment.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office practices and procedures. Working knowledge of computers with the ability to work with a variety of software packages such as Word, Excel, and database programs. General knowledge of Massachusetts laws relating to property assessment for tax purposes preferred.

Ability: Ability to prepare, type, and proofread correspondence and reports as to form and logic flow. 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.

Skill: Excellent customer service skills. Very good computer skills, including word processing, typing, and data management. Skill and ability in operating standard office equipment. Good communication skills. Good organizational skills.

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, frequently required working at desk; regularly conveys information to employees and the public; regularly moves about inside the office to access file cabinets and office machinery. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time.

(This job description does not constitute an employee 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.)

APPLICATION FOR EMPLOYMENT

Town of Merrimac
4 School Street
Merrimac, MA 01860
978-346-8862



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
-------------------------	---------------------

How Did You Learn About Us?

<input type="checkbox"/> Advertisement Publication Name/Date _____	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Referral Employee Name _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
-----------	------------	-------------

Address	Number	Street	City	State	Zip Code
---------	--------	--------	------	-------	----------

Telephone Number(s)	Electronic Mail Address	Social Security Number
---------------------	-------------------------	------------------------

Best time to contact you at home is: _____: _____ ☐ AM / ☐ PM

If you are under 18 years of age, can you provide required proof of eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date ____ / ____ / ____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date ____ / ____ / ____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

If Yes, stated name, relationship and location _____

Are you currently employed? ☐ Yes ☐ No

May we contact you present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Date available for work ____ / ____ / ____ What is your desired salary range? _____

Are you available to work: ☐ Full Time

☐ Part Time (Please indicate ☐ Mornings ☐ Afternoon ☐ Evenings)

☐ Temporary (Please indicate dates available ____ / ____ thru ____ / ____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Applicants for positions which require daily use of company vehicles must provide a current Department of Motor Vehicles driving record upon application for employment. Bowers & Associates, Ltd. will reimburse the applicant for the associated cost. A copy of your valid drivers license must be attached for field survey positions.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				(attached copy of school transcript required)
Graduate/ Professional				(attached copy of school transcript required)
Other (Specify)				

WORK EXPERIENCE

Start with you present or lost job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer ¹	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra circular activities.

Describe any job-related training received in the United States Military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which reveal gender, race, religion, national origin, age, ancestry, disability or other product status.

ADDITIONAL INFORMATION

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Skills/ Equipment Operated)

GENERAL / ADMINISTRATIVE

<input type="checkbox"/> Terminal	<input type="checkbox"/> Scanner
<input type="checkbox"/> PC/ MAC	<input type="checkbox"/> Spreadsheets
<input type="checkbox"/> Copier	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Facsimile	<input type="checkbox"/> Typing [WPM ____]

ENGINEERING / SURVEYING

<input type="checkbox"/> Plotter
<input type="checkbox"/> Total Station
<input type="checkbox"/> Level
<input type="checkbox"/> Data Collector

OTHER (list)

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☐ Yes ☐ No

PERSONAL/ PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed forty-five days. Any application wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

Please note that Applications for Employment received from potential employees via electronic mail must be authorized with an original signature during the interview process.

This Application for Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

Re-order Form #31613 for plain forms and #31623 for imprinted forms.
© Copyright 1998 Amsterdam Printing and Litho • Amsterdam, NY 12010 • To re-order Call 1-800-833-6231

Rev 01/26/2001

AMSTERDAM