



## **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.)*