

## ASSISTANT ASSESSOR

### **Definition**

Technical, administrative and supervisory work in directing the operations of the Assessor's Department, and in the appraisal of town-wide property in accordance with state and local statute and regulations; all other related work as required.

### **Supervision**

Works under the administrative direction of the Board of Assessors, with assignments given in terms of broadly defined functions.

Performs highly responsible duties requiring independent judgement and initiative in planning, organizing, designing and carrying out programs, projects or other work.

### **Job Environment**

Administrative work is performed under typical office conditions; field work is undertaken under various weather conditions; environment involves moderate risks or discomforts which require normal safety precautions. Some evening or weekend work may be required to attend Board of Assessors' meetings.

Operates automobile, computers and standard office equipment.

Makes frequent contact with the general public, other Town officials, other Town departments, lawyers, appraisers, builders, and governmental agencies in person, by correspondence and by means of telephone; incumbent is expected to represent the municipality effectively and defend the municipality's position in a variety of situations requiring knowledge, negotiation skills, diplomacy and tact.

Errors could result in loss of municipal tax revenue, inequitable assessments, legal ramifications and poor public relations.

### **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.)*

Appraises real property, recommending to the Board of Assessors revisions to valuations periodically; responsible for appraising and/or supervising the appraisal of residential, commercial, and industrial property for the municipality; conducts inspections of property as necessary and appropriate, in order to maintain a uniform, full-market value of all property; assumes principal responsibility for revaluing property every three years.

Establishes taxable values and advises the board of assessors as to the proper assessment of new, remodeled or enlarged residential, commercial and industrial buildings according to market data, replacement cost, and/or capitalization of income approach.

Examines deeds, maps, building plans and permits, personal records and market data to obtain additional valuation data and to locate all taxable property.

Analyzes real estate market conditions and events to determine trends and changes in the market; collects data from the Planning Board, Building Inspector, and other boards/officials which may reflect a change in value.

Serves as administrative staff person to the Board of Assessors, providing the necessary preparation and technical assistance at meetings, and assuring proper follow-up to their decisions.

Investigates requests for abatements and exemptions of property tax; prepares comparative cost and sales studies; advises the board of assessors on abatement applications; prepares for and represents the board at hearings before the appellate tax board, and district and superior courts.

Answers questions from property owners and members of the banking, legal and development community; works with individual taxpayers to negotiate their assessments, if necessary.

Supervises and participates in the preparation of tax rate documentation for state certification; oversees the preparation of all required reports for the Department of Revenue; prepares recapitulation report.

Attends professional meetings, training programs, and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments.

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

## **Recommended Minimum Qualifications**

### **Education and Experience**

Bachelor's Degree; real estate and personal property appraisal courses; five years of real and personal property appraisal experience including the appraisal of industrial property; office administrative experience desirable; or any equivalent combination of education and experience.

### **Special Requirements**

Massachusetts Department of Revenue Certification required.

### **Knowledge, Ability and Skill**

*Knowledge.* Comprehensive knowledge of modern property appraisal principles and practices, including Massachusetts property tax laws. Thorough knowledge of computerized appraising systems and related software applications.

*Ability.* Ability to supervise subordinates. Ability to maintain overview of detailed and accurate records using data processing. Ability to manage office operations and budget. Ability to establish and maintain effective working relationships with Town officials and the public.

*Skill.* Effective oral and written communication skills. Skill in all of the above listed tools and equipment. Skill in working with details.

### **Physical Requirements**

Light physical effort required in performing administrative and office duties; occasional moderate physical effort with some exposure to weather and new building conditions when conducting field inspections. Ability to maneuver stairs and terrain for field inspections. Ability to sit at a computer and operate a keyboard for long periods of time.

*(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.)*