**Purpose:**Performs professional and technical assessing duties to determine the value of real and personal property for taxation purposes. Performs all other related work as required.

**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.)*

Coordinates varied assessing responsibilities with the Assessing third party contractor, and ensures various contractual obligations are being addressed.

Analyzes, enters, and maintains all legal files in the real estate database while comparing documents against the tax maps for accuracy

Evaluates all Chapter land applications to assure tat they meet the requirements for entry or continuance in the programs. Updates files in the database and prepares/amends liens for recording where necessary.

Determines applicability for tax exempt status and maintains and updates files in the database.

Investigates all exemption, senior work-off programs and MVE abatement requests to be sure they meet requirements.

Drafts comparative sales data and other pertinent data with respect to abatement applications for use by the board to establish the grounds for granting or denying the request.

Flags deeds, building plans, permits, etc. for use in obtaining additional valuation data and locates all taxable property.

Obtains, prepares, and submits all surveys with supporting documentation to mapping consultant and follows up with maintaining GIS database. Manages the GIS contract for services provided.

Maintains SOL database in Gateway system by providing assessment information and required supporting documentation.

Completes omitted and revised assessment reports and exemptions reports necessary for state reimbursement.

Enters changes into the database from field reviews, calculates new growth where appropriate.

Composes the Annual Town Report for Assessing and maintains and updates the Assessor’s webpage.

Prepares and oversees payroll, office vouchers and prepares and maintains the Assessing budget.

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

**Supervision:**

*Supervision Scope:* Performs various duties of a responsible and complex nature following acceptable standards of quality and performance, requires considerable judgment and initiative in overseeing the placement of valuations on real and personal property, evaluating, and applying laws to unique situations and directing the operations of the Assessors’ office.

*Supervision Received:* Works under the administrative direction of the Town Manager, in accordance with state statutes and the directives of the Department of Revenue.

*Supervision Given:* Supervises one part-time employee.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor’s Degree; five years of experience in tax administration in a municipal setting; or an equivalent combination of education and experience.

*Special Requirements:*

Must possess a vali Massachusetts Driver’s License with good driving record.  
Massachusetts Accredited Assessor Certification (MAA).

*Knowledge:*  Thorough knowledge of modern assessment practices and procedures, Massachusetts General Laws, policies, and regulations relating to assessment of property and the levying of taxes; knowledge of real estate appraisal and statistical analysis; knowledge of

Appellate Tax Board rules and procedures; and familiarity with court procedures relating to municipal assessment.

*Ability:* Ability to interpret laws and regulations and apply them to individual situations; ability to establish and maintain cooperative working relations with the public; ability to communicate effectively, both orally and in writing; and the ability to read and interpret deeds.

*Skill:* Excellent communication, negotiation, and organizational skills; aptitude for working with laws, regulations, numbers, and details along with administrative skills. Proficient in CAMA software, Microsoft Office, and various third-party databases.

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, minimum physical effort is required to perform administrative duties. Occasional field work requires moderate effort. The employee is frequently required to speak, hear, sit, stand, walk, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may seldom lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

* Administrative work is performed under typical office conditions; occasional field work is performed outside with exposure to all weather conditions. Work environment is moderately noisy.
* Operates computer, calculator, copier, facsimile machine, and other standard office equipment, measuring devices and an automobile.
* Contacts are by phone, through correspondence in writing and email, and in person; contact is with taxpayers, town departments, attorneys, business owners, state agencies and other assessor offices, and consist of an information exchange dialogue, discussing routine and complex issues.
* Has access to department confidential information, including legal proceedings and personal information about taxpayers included on applications for abatements and exemptions.
* Errors could result in monetary loss or legal repercussions.

*(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.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*