

I. POSITION TITLE: **Assistant Assessor**

II. SUPERVISOR: The Board of Assessors through its chair.

I. GENERAL DESCRIPTION OF DUTIES: Interprets policy for B.O.A. in accordance with Massachusetts General Laws. The Assistant Assessor provides the Board with information necessary for the final determination of property values, and such other duties as the Board of Assessors require.

IV. DUTIES AND RESPONSIBILITIES:

- A. Serve the public courteously and responsibly; maintain cooperative working relationships with town hall staff, assist in general town hall duties. Provide hours of availability for the public.
- B. Responsible for short term and long term planning with regard to all departmental activities. Initiate, plan, design and carry out programs and projects with the approval of the Board. Works under the policy direction of the Board of Assessors (the Board) in accordance with the state statutes and directives.
- C. Implement and maintain the appraisal program for the department and perform highly complex mathematical ratio studies in order to comply with Massachusetts Department of Revenue requirements to certify the town's real estate values. Prepare for the Board's approval, the documentation that the State mandates for the annual revaluation of all properties. Prepare documents required for annual State Certification of tax rate for Board approval and submission.
- D. Resolves technical and administrative problems when conducting the operations of the assessors department.
- E. Review applications of abatements and exemptions; provide to the board the information necessary for approval or denial. Perform inspections in connection with abatement applications. Assist town council at the Appellate Tax Board in litigation involving the Board of Assessors.
- F. Act as a liaison between the Board and the Department of Revenue officials. Work with Assessors from other towns as appropriate.
- G. Provide clear & concise information to the public regarding taxation, assessment, appraisal or any matter relating to the department. Assist the public with filing procedures and questions. Use discretion at all times in carrying out responsibilities in order to maintain the trust of the community and town government.
- H. Prepare all R.F.P.'s as required by Chapter 30B (Uniform Procurement Act) for contracted services, prepares required documents, and ensure compliance with the law. Review all contracts for consultation and makes recommendations to the Board.
- I. Prepare agendas; attend Board meetings, prepare Board minutes, arrange appointments and meetings; prepare correspondence, commitment sheets and bills requiring payment for Board review. Maintain a reference library for the Board and general public use.
- J. Prepare annual budget for Board and oversee budgeting process.
- K. Collect data from Building Inspector and by field inspection, relative to the assessment of new or altered construction. Make cyclical inspections to ascertain the validity of existing data as mandated by the Department of Revenue.
- L. Maintain GIS database. Maintain Board of Assessor's section on the town website.
- M. Coordinates with other town departments in the preparation of tax bills and annual budgeting.
- N. Other duties as assigned by the Chairman of the Board of Assessors.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Board and with respect and confidentiality for the applicants and Board.

(Over)

Educate self in Massachusetts General Laws and maintain required certifications for position.

Meet all requirements for continuing education relative to maintaining Massachusetts Accredited Assessor designation. 45 credits must be attained every three years.

V. SUPERVISORY RESPONSIBILITIES:

- A. Supervise and train temporary clerical help.
- B. Supervise and oversee the work of contract consultants who may be engaged by the Board.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of State laws and Town by-laws and practices as they relate to the responsibilities of the Board.
- B. Ability to work with little day-to-day supervision.
- C. Ability to apply complex mathematical techniques to comply with Department of Revenue requirements.
- D. Ability to present issues to the Board in a clear and concise manner.
- E. Ability to communicate effectively with town employees, state and local officials, and the general public.
- F. Ability to perform necessary operations including general office automation.
- G. Respect for the privacy of co-workers and the public we serve.
- H. Professional accreditation in municipal assessing preferred, or the ability to achieve such accreditation within two years.
- I. Familiarity with building styles, materials, and methods of construction.
- J. Working knowledge of mapping, surveying, zoning and deeds.
- K. Working knowledge of town roads and by-ways – preferred.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: GRADE 10 38.5 Hours per week Grade 11\*

Approved By:  
Personnel Board: Date: 12-14-12

Chair: [Signature]

Reviewed By:  
Board of Selectmen: Date: 12-18-12

Chair: [Signature]

Approved By:  
Board of Assessors: Date: 5/15/13

Chair: [Signature]

\*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 11. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

[Signature] 2/08/18  
Jennie Greene

Board of Selectmen:

[Signature]  
William N. Rossi