

Town of Blandford

Office of Assessors

Assistant Assessor

JOB DESCRIPTION

Responsible for providing research and analysis of the information required to maintain the Patriot Properties Computer Assisted Mass Appraisal (CAMA) software valuation system for residential, commercial, chapterland and personal properties.

RESPONSIBILITIES:

- Maintains real & personal property using Patriot Properties (or equivalent) database and GIS mapping system, MMARS and SoftRight accounting systems.
- Organizes and participates in projects and tasks of appraisal contractor staff including sales verification, property inspections, building permit tracking, abatement review and field review of residential and commercial values
- Works with Mayflower staff for appraisals and may be asked to testify at the Massachusetts Appellate Tax Board.
- Explains and Processes:
Assessment laws and procedures, including the valorem taxation, motor vehicle excise, personal and charitable exemptions and general assessment office procedures, to taxpayers and members of the public
- Negotiates with:
Property owners and their representatives
- Performs statistical analyses of data and prepares reports using spreadsheet software for the Board of Assessors and the Massachusetts Department of Revenue

EDUCATION AND EXPERIENCE:

- Associate's business management, computer science, economics, statistics or related field with three to five years of experience or equivalent combination of MAAO certification, proven computer database skills and six to seven years of related experience including demonstrated organizational and leadership skills.
- Familiarity with Massachusetts laws pertaining to ad valorem taxation, motor vehicle excise administration, personal exemption programs, charitable exemptions, as well as knowledge of Patriot Properties CAMA system (or equivalent). Windows operating system, Microsoft Windows Office (including Access, Excel, Word and PowerPoint), GIS, web software preferred.
- Massachusetts certified appraiser and/or Massachusetts accredited assessor (MAA) designation preferred or on track to acquire MAA designation within two years of hire.
- Strong verbal and written communication skills as well as positive interpersonal skills.

Position reports directly to the Board of Assessors and averages 20 hours per week with some periods requiring more hours as directed by the Board. It is a year round position. Salary commensurate with schooling, experience and appropriate certifications.

ASSESSORS CLERK

Position Purpose:

The purpose of this position is to perform responsible administrative, clerical, and record keeping work of moderate difficulty and responsibility in supporting the operations of the Board of Assessors; and all other related work as required. The Assessor's Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control in a municipal setting. This is a part-time 20 hour per week position.

Supervision:

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

Supervision Received:

Work is performed under the direction of the Board of Assessors. This position is subject to review and evaluation.

Job Environment:

- Work is performed under typical office conditions.
- Operates a computer, printers, facsimile machine, scanners, copiers, calculator, shredders and other standard office equipment.
- Makes frequent contact with other town departments, real estate agents, developers, attorneys and appraisers; makes constant contacts with the general public. Contacts are in person, in writing, and by telephone; contacts consist of information exchange of dialogue.
- Has access to limited department-related confidential information including personal information about citizens.
- Errors could result in delay, reduced levels of department services, and have possible legal and financial repercussions.

Minimum Required: High School Degree with at least two years of office experience. Computerized data base management, CAMA experience and Municipal assessment experience preferred, but willing to train. Must complete Massachusetts Assessment course 101 and take the on-line State Ethics test within one year. This is a part-time, 20 hours per week position with a starting salary of \$10.00 an hour.