

Town of Truro
Job Description
Assistant Assessor/Data Collector

Title: Assistant Deputy Assessor
Classification Grade: Grade 10
Reports To: Deputy Assessor

Weekly Hours:

Average work week is thirty-five (35) hours. Hourly LIUNA Union Position

Position Purpose:

The purpose of this position is to perform responsible and varied technical, inspectional, clerical and administrative work in support of the assessing activities of the department including appraising property, analyzing property valuations and related data, and assisting the Deputy Assessor with municipal tax assessment activities. Performs all other related work as required.

Supervision:

Supervision Scope: Works with a high degree of independence to perform a variety of routine and technical duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in interpreting guidelines and completing tasks.

Supervision Received: Works under the direct supervision of the Deputy Assessor, in accordance with State and local statutes and regulations and the policies of the Board of Assessors; follows established rules, regulations and policies to complete assigned tasks according to a prescribed time schedule.

Supervision Given: None.

Job Environment:

The work environment ranges from an office environment to field work.

Office work is performed in a moderately busy work environment with potential for interruptions; must be able to operate standard office equipment.

Independent work performed in the field involves exposure to varying weather conditions and hazards associated with construction sites; safety hazards may be encountered. Use of automobile and measuring tools are required for field work.

Has frequent contact with the general public, town officials and departments, board members and building contractors.

Must be able to interact well with fellow employees and the public in a courteous, helpful, patient, and respectful manner and be willing to lend assistance where needed.

Errors could result in reduced levels of service, and financial and/or 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.)

Assists the Deputy Assessor in a wide range of complex assessing and clerical responsibilities including sales analysis or investigation; providing assistance in the determination of property values; measuring and conducting interior inspections of residential buildings for data verification and changes resulting from building permits; and interpretation of MA General Laws and the Department of Revenue guidelines, regulations and procedures relating to assessment administration.

Provides clear and consistent explanations of assessment administration laws, regulations, practices and procedures to the general public. Provides data and information concerning property valuation including methods of appraisal as requested.

Assists in the compilation and appraisal of real and personal property in the town; inspects land and land changes resulting from map changes; deed transfers and sub-division changes using appropriate appraisal techniques, keeps apprised of all deed transfers and checks deeds for ownership.

Inspect, measure and photograph residential property; inspect and compute values of additions, alterations, and demolitions of property. Post data and sketch property outline into CAMA computer program.

Provide and assist taxpayers regarding real property, motor vehicle and boat abatement and exemption requirements and processes. Explains laws and helps other town departments and state agencies by providing information and reports.

Assists Deputy Assessor in processing requests for real and personal property abatements; performs necessary research to determine same and assists in recommendations to Board members.

Processes motor vehicle and boat excise tax commitments from the Registry; receives and processes requests for abatements for same, and submits related reports to Town Accountant and Tax Collector.

Prepares and certifies abutters' lists accordingly.

Assists in proper and accurate maintenance and preparation of the department's financial and other administrative records, local and state reports for signatures of Board Members.

In the absence of the Deputy Assessor, may assume daily responsibility of department head, assisting the Board of Assessors with routine technical and paraprofessional functions.

Performs similar or related work as required.

Complexity

Work at this level is of substantial complexity. Work involves varied and extensive assignments, requiring application of a variety of work concepts, practices and specialized techniques relating to a very technical field, ensuring that all necessary work is completed in order to meet deadlines timely.

Judgement

Guidelines, in the form of State laws, court rulings & decisions, as well as rules and regulations of the Department of Revenue and technical manuals are followed however, extensive judgment and knowledge is necessary to apply them to individual situations. Work involves examining, analyzing and evaluating a host of details to determine appropriate action to take. Has access to department-related confidential information; which must be treated ethically and with high regard.

Personal Contacts

Primary personal contacts are with taxpayers, using this opportunity to educate or understand any questions or concerns about valuations and processes. Occasionally, there is contact with officials of the Massachusetts Department of Revenue and with Board members, normally in the absence of the Deputy Assessor.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; and one (1) to three (3) years of experience in a real estate or office setting; Training and experience in municipal appraisal and assessment practices desired; or any equivalent combination of education and experience.

Special Requirements:

Valid Massachusetts Class D Driver's License

Certified as a MA Accredited Assessor

Must take and pass Course 101 - Assessment Administration: Law, Procedures and Valuation.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the principles, methods and techniques of real and personal property assessment. Knowledge of construction methods and materials; knowledge of real estate

terminology; familiarity with municipal assessment procedures. Working knowledge of computer systems and software packages such as Microsoft Office programs. Desired knowledge of systems such as MUNIS Municipal Accounting, and pkValuation Systems. Familiarity with pertinent state and local laws relating to Assessing Department including general knowledge of the principles, methods and techniques of real and personal property assessment.

Ability: Ability to provide quality customer service to all interactions, internally and externally. Ability to work independently and meet deadlines with minimal amount of supervision. Ability to organize and maintain detailed records; ability to read and interpret blueprints and maps; ability to deal tactfully and appropriately with the general public and town departments; ability to understand and explain laws, regulations, policies and procedures pertaining to municipal assessing.

Skill: Skill in utilizing computers, popular word processing, database, financial and spreadsheet applications. Aptitude for working with numbers and good attention to detail. Knowledge of mapping procedures and ability to read maps. Excellent planning and organizational skills and ability to manage multiple tasks in a prompt, efficient manner. Excellent customer service skills are necessary.

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.

Minimal physical effort is required in performing office duties; somewhat more strenuous in the field. Regularly required to remain in a stationary position, move within the office environment and to traverse uneven ground and levels in the field, ascend/descend stairs at the homes and properties of taxpayers, sit, communicate with the public and accurately exchange information and respond to inquiries. May occasionally move equipment and supplies over 20 lbs. Vision and hearing at or correctable to normal ranges.

(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.)