Town of Truro
Job Description
Deputy Assessor

Title: Deputy Assessor
Classification Grade: Grade 15
Reports To: Town Administrator

Salary Basis (Annual):
LIUNA union

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY 15	$65,959.06	$68,275.39	$71,743.97	$75,219.02	$78,720.98	$82,155.10

Weekly Hours:

Average work week is forty (40) hours.

Definition:

Responsible and highly complex administrative supervisory and professional work in appraising and assessing real and personal property; in planning, managing and directing the activities of the Assessing Department; and in assisting the Board of Assessors with municipal tax assessment activities; related work as required.

The employee has significant managerial responsibility and personal accountability for accomplishing broadly-defined programs, missions and functions. Employee is considered an expert in the work and is expected to resolve conflicts as they arise. Results of work are normally accepted without change. Is expected to be familiar with and follow state laws without direction.

Work is performed under the general direction of the Town Administrator, with broad policy guidance from the Board of Assessors.

Job Environment:

The work environment is a combination of office and field work, requiring frequent standing and walking over varying surfaces, including property in various stages of construction which must be carried out under varying weather conditions. Must be able to engage in a great deal of walking, stooping, climbing and generally having access to construction sites where safety hazards may be encountered. Travel, including occasional out-of-town travel, is a normal part of the work found at this level. May be required to attend evening board meetings.

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

Specific Duties:

The essential functions or duties which follow 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.

1. Appraises real property by statistical analysis and/or inspection, recommending to the Board of Assessors revisions to valuations periodically. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial and personal property for the municipality. Conducts field measurements and inspections of property, as necessary and appropriate, in order to maintain a uniform, full market value on all property. Assumes principal responsibility for revaluing property at least every three years.

2. Establishes taxable values and advises the Board of Assessors as to proper assessment of new, remodeled or enlarged residential, commercial and industrial buildings according to market data, replacement cost and/or capitalization of income approach (whichever is applicable).

3. Examines deeds, maps, building plans and permits, personal records and market data to obtain additional valuation data and to locate all taxable property. Inspects land and land changes resulting from map changes, deed transfers and sub-divisions.

4. Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Planning Board, Building Commissioner and other boards/officials whose actions may cause a change in value.

5. Provides administrative support to the Board of Assessors, providing the necessary preparation and technical assistance at meetings and assuring proper follow up to their decisions. Represents the Board of Assessors at hearings before the Board of Selectmen, if needed.

6. Investigates requests for abatements and exemptions of property tax. Prepares comparative cost and sales studies. Advises Board of Assessors on abatement applications. Represents the Board at hearings before the Appellate Tax Board, and District and Superior Courts, if needed.

7. Prepares and correlates all information necessary for the annual setting of the tax rate and documents for state certification. Works in conjunction with the Town Accountant to compute the rate for approval by the Department of Revenue.

8. Provides information in person, on the telephone and in writing to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements and exemptions. Certifies list of abutters for citizens, boards and/or officials.

9. Oversees the records and maps pertaining to ownership, location and value of all real property, taxable and non-taxable, and property subject to excise taxation; maintains records on collected property data, calculated costs with depreciation, current market and income approach where applicable.

10. Responsible for the commitment of real estate, personal property, motor vehicle excise, boat excise and special assessment tax to the Tax Collector.

11. Supervises the management and administration of the Assessing Department; directs, coordinates, trains and evaluates staff, making sure employees perform duties in accordance with established laws and operating procedures. May negotiate contracts with and supervise professional appraisal firms to assist in revaluations. Prepares and administers department budget, prepares bid specifications and purchases equipment and supplies.

12. Operates the computer system for the department; supervises the input of information into the system; performs data entry work.

13. Attends professional meetings, training programs and/or 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.

14. Performs other related duties of the position as required.

Complexity
Work consists of managerial and administrative assignments, requiring application of work concepts, practices and specialized techniques related to a highly technical field involving a great deal of planning, organizing, controlling, coordinating, evaluating and integrating many varied and extensive appraisal planning activities and programs. Must make decisions based on an evaluation of unusual circumstances, variations in approach and incomplete data and keep abreast of current assessing trends and practices.

Judgement
Employee is recognized as a technical authority. Guidelines, in the form of laws, court decisions and manuals are available, but are limited in implementation techniques. Extensive judgement and knowledge is necessary to analyze and evaluate a host of important factors to determine the appropriate actions and to apply them to concrete situations. Honesty and integrity are crucial.

Personal Contacts
Contacts are made with officials of the Massachusetts Department of Revenue, town officials, boards and staff. Frequent contacts with potentially-stressed taxpayers concerned about valuations, property owners, developers, attorneys, engineers, bank officials, real estate professionals and others relative to the municipality's valuation of property including negotiations regarding same. Is the expert witness and expected to testify and defend the municipality at hearings before the Appellate Tax oard, District and Superior Courts, if needed. Will be engaged in public speaking presentations as periodically needed.

Desired/Required Qualifications:

Knowledge:
1. Comprehensive knowledge of all applicable Massachusetts General Laws.
2. Comprehensive knowledge of Appellate Tax Board rules and regulations.
3. Comprehensive knowledge of modern appraisal principles and practices.
4. Considerable knowledge of building, zoning and construction codes.
5. Working knowledge of accounting and auditing practices relative to property appraisal.
6. Working knowledge of computer-assisted Mass Appraisal Systems.

Ability:
1. Ability to accurately appraise real and personal property.
2. Ability to maintain overview of detailed and accurate records using data processing.
3. Ability to perform complex mathematical equations, ratio studies, regression analysis and modeling of assessment.
4. Ability to work with a computer on a daily basis.
5. Ability to establish and maintain effective working relationships with town officials and the public.
6. Ability to coordinate office activities and office staff.
7. Ability to testify at Appellate Tax Board and to testify as an expert witness in court.
8. Ability to express oneself clearly, both verbally and in writing, in the English language is required.

Skill:

1. Skill in the operation of the listed tools and equipment.
2. Advanced math skills.
3. Excellent written and oral communication skills.
4. Excellent supervisory skills.
5. Skilled in writing on technical appraisal subjects in laymen's terms.

Physical Requirements:

1. Minimal physical effort in the office environment generally required; somewhat more strenuous in the field.
2. Ability to sit at a computer for long periods of time while operating a keyboard at efficient speed.
3. Ability to work at the counter for varied periods of time when assisting the general public.
4. Occasionally carries various books and boxes weighing up to 30 pounds.
5. Ability to stand and walk.
6. Specific vision abilities required including close and distance vision, peripheral vision, and the ability to adjust focus.

Minimum Qualifications

Education and Experience

Bachelor's degree with courses in business, finance and property assessment; real estate and personal property appraisal courses; three to five years of real and personal property appraisal experience, preferably in a coastal community; or any equivalent combination of education and experience.

Special Requirements

A valid Massachusetts motor vehicle operators license is required.
A Massachusetts Accredited Assessor certification (M.A.A.) is required.

(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.)

Jan.2001; 5/11 fy11 rates; fy12; 11/13 fy14; fy15