

PRINCIPAL ASSESSOR

Position Purpose:

The purpose of this position is to perform 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; performs all other related work as is required.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in the administration of the Assessor's Office and in establishing property values; work is performed in strict accordance with the directives and policies of the DOR and in compliance with the Massachusetts General Laws.

Supervision Received: Works under the direction of the Town Manager.

Supervision Given: Has direct supervisory responsibility of one full-time and one part-time employee.

Job Environment:

Administrative work is performed under typical office conditions; regular field work is performed with some exposure to weather and the hazards associated with construction sites.

Operates an automobile, computer, telephone, copier, measuring instruments, and other standard office equipment.

Has access to department-related confidential information.

Makes frequent contact with county employees and administrators, and vendors. Makes frequent contacts requiring perceptiveness and discretion with other town departments, real estate appraisers, , real estate agents, surveyors property owners, attorneys, bank officials, and state governmental agencies.

Errors in assessments could result in poor public relations, confusion and delay, loss of municipal tax revenue, and possible law suits.

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.)

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.

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).

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.

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.

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.

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.

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.

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.

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.

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

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 supervise professional appraisal firms to assist in revaluations. Prepares and administers department budget, prepares bid specifications and purchases equipment and supplies.

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

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 law and regulations concerning tax assessments and maintain MAA Certification.

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

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's Degree with courses in business, finance and property assessment; 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 motor vehicle operator's license.

Massachusetts Department of Revenue Certification required within first year of appointment.

Massachusetts Accredited Assessor MAA is required.

Knowledge; Ability and Skill:

Knowledge: Comprehensive knowledge of modern property appraisal principles and practices, including relevant Massachusetts property tax laws. Comprehensive knowledge of appellate Tax Board rules and regulations. General knowledge of mapping; surveying;

construction, zoning; and deeds. Working knowledge of computer-assisted Mass Appraisal Systems and of accounting and auditing practices relative to property appraisal.

Ability: Ability to maintain overview of detailed and accurate records using data processing; ability to compute using various statistical methods; and the ability to work with a computer on a daily basis; must be familiar with database, spreadsheet and word processing software. Ability to prepare and manage budgets; Ability to establish and maintain effective working relationships with town officials and the public. Ability to supervise subordinates. Ability to communicate effectively both orally and in writing.

Skill: Proficiency of computer operations to include spreadsheets and report generation. Excellent verbal and written communication skills.

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.

General physical effort required in performing administrative duties; Ability to maneuver stairs and uneven terrain for field inspections; Must be able to access all areas of buildings and structures. Physical agility required to access areas under construction while conducting field inspections. Regularly required to move within office setting and in the field. Required to communicate frequently with the public, staff members, and outside vendors/ agencies. Occasionally operates objects, tools, or controls; pick up paper, files, and other common office objects. May occasionally move objects weighing up to 30 pounds. Must be able to observe and assess physical dwellings and land areas. Required to operate a motor vehicle.

(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.)