

TOWN OF LEYDEN POSITION DESCRIPTION

Assistant Assessor

Appointed Position by the Board of Assessors

Reports to the Board of Assessors

Position may not be filled by a member of the Board of Assessors

Estimated Time: Typically, 6 hours per week but will vary depending on the fiscal year responsibilities and office requirements.

GENERAL PURPOSE

Part-time, appointed by the Board of Assessors, to function in the role of "Assistant Assessor" to the Assessors in accordance with provisions of M.G.L. Chap. 41, Sec. 25A; administrative; recording; keeping of public records to support the daily operations of the Assessor's office; all other related work as required. This position also serves the public on behalf of the Board of Assessors.

SUPERVISION RECEIVED

Works independently and under the supervision of the Board of Assessors, and in accordance with the applicable provisions of the Massachusetts General Laws, and regulations of the Department of Revenue. Position is subject to Town Personnel Policies and annual performance review will be conducted by the Board of Assessors.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs varied routine to complex technical and information gathering work in the appraisal and assessment of taxable properties. Follows clearly prescribed practice involving straightforward application of rules and procedures. Errors could be significant resulting in loss of funds, legal repercussions, delay, administrative problems and adverse public relations. Has access to department related confidential information and sensitive material involving exemption requests, and business and commercial activities. Frequent contact with the general public, appraisers, realtors, and others requiring courtesy and tact.
- Responsible for establishing and maintaining a fair and equitable town-wide property appraisal system; assesses value of property; keeps abreast of all new laws pertaining to real estate; plans and schedules work.
- Views real and personal property, performing field measurements and inspections; appraises residential properties using appropriate methods of appraisal.
- Examines and evaluates new properties and additions to existing properties to determine fair market value and establish assessments. Analyzes type of construction, grading, other relative values in area and other pertinent factors; reviews available data, plans, costs, purchase price and makes physical inspection of property when required.
- Processes abatements including automobile excise and exemptions for elderly, veterans and blind persons; processes deeds to compile necessary information for sales and ratio reports and makes necessary changes to appraisal cards; assists in the maintenance of necessary records; updates files from building permits and deeds for changes

- Compiles information and prepares reports as directed including monthly sales reports; processes tax exemption certificates.
- Prepares and sends all mapping changes to mapping vendor for updating.
- Ensures assessing maps on Town Website are current.
- Collaborates with Tax Collector, Town Clerk, and others as necessary toward meeting target dates to certify tax rate and enable timely issuance of tax bills.
- Assists town departments, boards, committees and the public with research of deeds, plans, ownership information, etc.
- Prepares and maintains abutter's lists for town departments, boards, committees and the public.
- Prepares abatement and exemption applications and maintains a database of such.
- Assists the public with questions, procedures and filling out the required paperwork for the abatement and exemption process.
- Prepares abatement certificates and reports for the Collector and Accountant and maintains the database and file copies.
- Maintains database for Over-lay account and balance with Accountant.
- Processes abatements as requested and approved.
- Processes abatements and Uncollectibles as requested by the Collector
- Processes monthly reports for Collector and Accountant and maintains the database and file copies.
- Maintains & processes the activities of the DOR Municipal Calendar.
- Prepares & processes New Growth information for the yearly recap.
- Performs the data entry of the building permits processed by the Revaluation Company for New Growth.
- Prepares & processes Interim Year Adjustment information for the yearly recap.
- Prepares & processes Chapter 61, 61A & 61B applications and maintains the database and file copies.
- Processes building permit information and maintains the database and file copies.
- Prepares & processes the information for the Yearly Certification process, the Cyclical Certification process and the Full & Measure List Certification process.
- Processes field work such as building permits, field card photos, sketches, etc.
- Responsible for the coordination and timely completion of the tax rate setting process including the tax recapitulation sheet and all related documents.
- Explains regulations and procedures to the general public; provides information to property owners, realtors, bank officials, loan companies, and government agencies regarding property valuations; interprets tax laws and regulations affecting property valuation and tax assessment for taxpayers.
- With the Board of Assessors, prepares and manages department budget; processes invoices for payment; turnover of fees received; obtains Board of Assessor approval for purchases for department; maintains records of departmental expenses.
- Prepares and posts agenda for and records minutes of each board meetings. Provides clerical services to the Board of Assessors relating to the daily office operations.
- Attends related training sessions sponsored by the Department of Revenue.

- Researches and recommends procedures and methods to be used by the Board of Assessors and office for administration that promotes compliance with state regulations.
- Monitors consultant work under contract with the Town.
- All other work as required and/or requested.

EDUCATION, EXPERIENCE, AND ADDITIONAL REQUIREMENTS

- Associate's Degree with two years of experience in the valuation of property for tax purposes; or any equivalent combination of education and experience.
- Employee should be working toward acquiring or currently hold and maintain a certificate in municipal assessing, with a designation of Massachusetts Accredited Assessor (MAA) issued by the Massachusetts Association of Assessing Officers (MAAO).

DESIRED MINIMUM QUALIFICATIONS

- Thorough knowledge of modern assessment practices and procedures.
- Thorough knowledge of municipal laws relating to the assessment of property valuation and levying of taxes.
- General knowledge of mapping, surveying, zoning and deeds.
- Computer proficiency; knowledge of the Patriot Properties based appraisal software programs, Windows, Word, Excel and Internet.
- Ability to establish and maintain cooperative working relationships with all other departments as well as the public.
- Ability to manage budget.
- Ability to communicate effectively, both verbally and in writing.
- Strong mathematical skills, knowledge of building, zoning and construction codes.
- Strong ability to communicate effectively, both verbally and in writing.
- Excellent customer service skills. Ability to establish and maintain cooperative working relationships with all other departments, as well as the public.
- Valid Massachusetts driver's license.

TOOLS AND EQUIPMENT USED

Assessor's Office computer and Town of Leyden laptop computer that will be signed out, including word processing, spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

Most work is performed under typical office conditions. The workload is subject to seasonal fluctuations. Regular schedule includes day time hours plus one evening (TBD).

The employee operates standard office equipment.

Performance of duties requires ongoing contact with citizens, town departments, lawyers, appraisers, contractors and developers, vendors, financial institutions and state agencies via telephone, computer, fax, in person, and in writing.

The employee has access to confidential information, including legal proceedings and personal information about taxpayers.

Errors can result in monetary loss, adverse public relations or legal repercussions when an opinion of value is too high or too low and with high opinions of value usually resulting in appellate processes.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.

APPROVED BY THE BOARD OF ASSESSORS:

ACCEPTED BY THE BOARD OF SELECTMEN: