

**ASSESSORS
ASSISTANT ASSESSOR**

The Town of Warren is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.

DEFINITION

This position is responsible for the collection, recording, and monitoring of relevant assessment data, real, and personal property data on behalf of the Board of Assessors.

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.

- Secures and authenticates all factors entered into the property tax computation for the Town. Completes, maintains, and keeps record of all forms submitted to the Department of Revenue for approval of the Town real and personal property tax rate. Creates and maintains sales ratio/comparison study spreadsheets for Department of Revenue reporting.
- Creates and maintains all new growth in the Town for reporting to the Department of Revenue. Creates, maintains, and commits supplemental tax billing on all new construction.
- Prepares fieldwork cards, verifies figures on new valuations and maintains basic records on property assessments in Town. Prepares correspondence related to the functions of the Board of Assessors and performs the administrative tasks necessary in operating the office.
- Monitors and studies local real estate records, building permits, and land improvements. Remains familiar with changing market conditions, construction methods, and costs in order to assist the assessors in arriving at appraisals of land and property values. Integrates Town-wide values of real estate and personal property with other Town values in order to maintain an appropriate equalized valuation program.
- Commits all rollback and conveyance taxes, and the placing or releasing of liens on Chapter Land properties. Maintains all deeds and plot plans and provides mapping companies with incoming information. Works closely with mapping companies in order to keep parcel information correct.
- Prepares tax cases and testifies before the Appellate Tax Board when necessary. Enters and commits all water liens, sewer liens, betterments, and farm animal excise.
- Attends and prepares agendas for meetings of the Board of Assessors.
- Performs other related job duties as required.

SUPERVISION RECEIVED

The employee plans and prioritizes the work independently in accordance with standard practices and previous training and is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

SUPERVISION EXERCISED

The employee leads others and participates in accomplishing similar work; may train co-workers; reports to the supervisor on disciplinary problems, performance, and training needs of employees; and resolves simple matters, referring others to the supervisor.

ASSISTANT ASSESSOR

JUDGMENT AND COMPLEXITY

The work involves serving as a recognized authority in interpreting and applying guidelines such as executive, administrative, or organizational policies, general principles, regulations, legislation, and directives that pertain to specific functional areas. The employee develops policies and methods to implement such guidelines and requirements.

NATURE AND PURPOSE OF CONTACTS

Contacts are with co-workers, vendors, the public, and representatives of civic or professional organizations. The employee represents the organization in matters of departmental practices, procedures, regulations, or guidelines, and is called upon to tactfully discuss controversial matters and ease interactions with dissatisfied customers.

CONFIDENTIALITY

The employee has access to limited sensitive or confidential records that require appropriate handling in accordance with established protocols.

MINIMUM QUALIFICATIONS

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree in business, Finance, or related field
- 1 to 3 years

MUST BE PURSUED AFTER HIRE:

- Course 101: Assessment Administration: Law, Procedures and Valuation (1st year)
- Course 200: Principles of Assessing Procedures (2nd year)
- MAA Designation (3rd year)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Massachusetts General Laws relating to assessing of Chapter Land.
- Ability to analyze data, maintain good public relationships, meet deadlines, and work independently.
- Effective oral and written communication skills, math skills, and customer service skills.

PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

- Performs administrative work in an office environment; field work may involve exposure to conditions such as uneven terrain, confined spaces, heights, hot or cold temperature extremes, dirt, grease, fumes, intense odors, unkept residences, and loud noises.
- When performing administrative functions, sits or stands, with intermittent periods of stooping and walking; when in the field, stands or walks for extended periods and applies agility and physical strength to move in or about construction sites or over rough terrain; occasionally moves, lifts, or carries heavy objects weighing up to 50 lbs.
- Applies motor skills to move objects, file, and sort documents, and use office equipment such as telephones, and computers.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, and forms; and reviews detailed information displayed on a computer screen.