



TOWN OF WARREN, MA
JOB DESCRIPTION – Full Time-ASSISTANT ASSESSOR

DEFINITION: Performs administrative work in maintaining detailed records of property assessments, examining, and explaining valuations placed on individual properties, processing abatement documents, maintaining new growth and to provide information to determine the annual tax rate. Works under the general supervision of the Board of Assessors as a full-time appointed employee of the Town.

JOB ENVIRONMENT: Work is performed in an office in the Municipal Building. Regular office hours are 8:00 a.m. to 4:45 p.m.; additional hours may be required for evening meetings of the Board of Assessors, or scheduled meetings with taxpayers. Some fieldwork may also be required. Work involved requires maintaining and use of a server, computer, and mapping databases.

ESSENTIAL FUNCTIONS:

1. Is responsible for securing and authenticating all factors entered the property tax computation for the Town. Completes, maintains, and keeps on record all forms submitted to the Department of Revenue for approval of the Town real and personal property tax rate.
2. Is responsible for creating and maintaining sales ratio/comparison study spreadsheets on a monthly basis for reporting to the Department of Revenue.
3. Is responsible for creating and maintaining all new growth in the Town for reporting to the Department of Revenue.
4. Is responsible for creating, maintaining, and committing supplemental tax billing on all new construction.
5. Prepares fieldwork cards for the assessors, rechecks figures on new valuations and maintains basic records on property assessments in the Town.
6. Prepares correspondence related to the functions of the Board of Assessors and performs the administrative tasks necessary in operating the office.
7. Monitors and studies local real estate records, building permits and land improvements and remains familiar with changing market conditions, construction methods and costs to assist the assessors in arriving at appraisals of land and property values.
8. Integrates town wide values of real estate and personal property with other Town values to maintain an appropriate equalized valuation program.
9. Prepares agenda for and attends meetings of the Board of Assessors.
10. Responsible for inspection of Personal Property and maintaining the correct values.
11. Responsible for committing all roll back and conveyance taxes, and the placing or releasing of liens on Chapter Land properties.
12. Responsible for all deeds and plot plans that come into the office and for providing the mapping company with incoming information. Works closely with the mapping company to keep parcel information correct.

13. Attends departmental meetings, seminars, conference classes, etc., as well as establishes a close liaison with the Department of Revenue, Mass. Association of Assessing Officers, and Worcester Assessors Association to gather information necessary in order to fulfill the responsibilities of the position.
14. Prepares tax cases and testifies before the Appellate Tax Board when necessary.
15. Is responsible for entering and committing all water liens, sewer liens, betterments, and farm animal excise. Also, the calculation and billing of payments in lieu of taxes.

ADDITIONAL WORK PERFORMED:

1. Types all correspondence, minutes and reports generated from the Assessors Office.
2. Maintains filing system for all records kept by the Assessors.
3. Assists Assessors in measuring and inspecting property for the purpose of establishing valuations.
4. Responsible for assigning numbers for newly constructed buildings and recording that information for the purpose of updating dispatch maps.

QUALIFICATIONS:

Business, Accounting or Finance degree or five years experience in a related field. Must pass Department of Revenue Assessing courses 101 and 200 within two years of employment. Must have knowledge of all laws of the Commonwealth related to assessing of Chapter Land (chapter 61, 61A and 61B). Must be able to work well with the public and possess strong oral and written communication skills.

PHYSICAL REQUIREMENTS:

Job is performed in an office with most time spent seated at a desk or computer. Employee must frequently move about the office to obtain maps, cards, and other materials for taxpayers, assessors, and outside appraisers. Some bending, stooping and light lifting may be required in connection with waiting on people. Some fieldwork assessing property may be required.

Interested candidates can forward a resume and letter of interest to the Town Administrator, Jim Ferrera, townadministrator@warren-ma.gov.

Full Time Town Benefited Position – 35 hours per week.

Hourly Wage Position: \$25.83 - \$34.71 based on qualifications and experience.

Town of Warren, MA is an Equal Opportunity Employer.