

Assistant Assessor – Millis, MA

Job Description

Assistant Assessor

The Town of Millis seeks an Assistant Assessor to be responsible for the assessment, administration and appraisal of all land and property in Millis, both Real and Personal, for the purpose of determining the values of which taxes are levied annually.

The Town of Millis seeks a workforce that reflects the diversity of its workforce. AA/EEO

Job Summary

Responsible for assessment administration and appraisal of all land and property in Millis Real and Personal, for the purpose of determining the values upon which taxes are levied annually. Advises the Board of Assessors on all matters relative to assessment, abatement, property appraisal, and fixing of the annual tax rate. Makes presentations and represents the Department in public forums.

Supervision Received

Serves under the broad supervision of the Board of Assessors who develop assessment policy, approve appraisal methodology and final valuations. Performs regular duties independently exercising considerable technical judgement. Works under the administrative supervision of the Finance Director who outlines departmental policies and procedures, supervises and reviews work and evaluates performance

Supervision Exercised

Responsible for the day to day supervision of the clerical support staff, including recommending hires, setting office policy, assigning work, and reviewing and evaluating staff performance.

Major Duties

Appraises all Town residential, commercial, and personal property using the appropriate methodology to assure compliance with accepted appraisal and valuation standards. Performs field measurement and inspection of properties. Inspects land and reviews land changes that result from subdivision, deed transfers, or map changes.

Performs regional assessing duties for real estate, personal property, motor vehicle excise and clerical duties.

Maintains and Updates the sales-assessment ratio study to assure equalization of assessments, to chart amount of increase in value for each class of property and to ensure that valuations are fairly and consistently applied.

Plans and performs quinquennial (every 5 years) recertification and annual updates required by statute and proposes the annual tax rate for the Town.

Manages the computer data base for valuation of property. Maintains all appropriate records including but not limited to tax maps, property records, deed records, abatement records, and open meeting minutes.

Reviews all abatement and exemption requests. Makes recommendations to the Board of Assessors for approval.

Ensures that the Town is in compliance with all appropriate statutes concerning property assessment and valuation and that statutory changes are implemented, including those relating to Assessor and clerical staff educational requirements.

Responsible for certification of abutters lists required by Zoning, Conservation, Planning, and other departments.

Responsible for balancing, committing and abating MVE (Motor Vehicle Excise).

Performs other duties as assigned.

Desired Minimum Qualifications

- Associates Degree in finance, business administration or related field
- 5 years of progressively responsible experience in a municipal assessing office, or
- Any equivalent combination of education and experience
- Bachelor's Degree preferred

Thorough knowledge of assessment and appraisal principles and methodology; ability to manage an automated data base; working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; Thorough knowledge of assessing techniques, including legal requirements. Skill in operation of the listed tools and equipment. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise assigned staff.

Special Requirements

- Valid State driver's license.
- Massachusetts Association of Assessing Officers (MAAO) or International Association of Assessing Officers (IAAO) designation or the ability to be so certified within 18 months of hire date.

Tools and Equipment Used

General office equipment including computers with a wide variety of software programs; motor vehicle.

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 required to walk, climb stairs, bend, stoop and visually inspect on a regular basis.

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.

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.

Disclaimer

Smoking Policy

Pursuant to the Massachusetts General Laws, smoking is not allowed in Town buildings. Also, Massachusetts General Laws state that no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter.

Background Check

A background check may be required after a conditional offer of employment is made. An applicant for employment with a record expunged pursuant to Section 100F, Section 100G, Section 100H or Section 100K of Chapter 276 of the General Laws may answer 'no record' to an inquiry during the hiring process relative to prior arrests, criminal court appearances, juvenile court appearances, adjudications or convictions.