

## TOWN OF CARLISLE

### ASSISTANT ASSESSOR POSITION

#### **Definition**

The Assistant Assessor performs skilled administrative, technical and customer service work assisting the Assessor to carry out the functions of the office; performs all other related work, as required.

#### **Essential Duties and Responsibilities**

*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.*

Conducts inspections of new or renovated residential properties; develops floor plan sketches and takes exterior measurements.

Reviews information from plans and building permits for changes to properties

Maintains records and updates database to maintain accurate assessment records.

Certifies the Assessors ownership records for the abutters' lists provided to both internal and external applicants.

Responds to inquiries from taxpayers, brokers and appraisers in person and by telephone.

Assists the Assessor in valuing residential properties and analyzing sales.

Assists the taxpayers with various administrative requests including the filing of statutory exemptions, applications for abatement, change of address as well as property specific information.

Tracks parcel modifications and subdivisions via newly filed plans of land with the Middlesex North County Registry of Deeds.

Performs other similar or related duties as required, or as situation dictates.

Supervises temporary and part-time departmental personnel.

#### **Supervision**

Works under the general direction of the Principal Assessor, following department and DOR rules, regulations and policies; works independently to complete assigned tasks according to a prescribed time schedule.

Performs varied and responsible functions, requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures; issues requiring clarification are referred to the Principal Assessor.

### **Work 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; volume of work is subject to seasonal and cyclical variations.

The employee operates standard office equipment, measuring devices and an automobile.

Makes constant contact with the public, town employees, property owners, developers, attorneys, real estate professionals and other relative to the town's valuation of property. Contacts require excellent customer service skills. Contacts are by telephone, in person, in writing, and by appointment at owner's property. Assignments must be completed in a timely and accurate manner.

Updates assessment records based on building permit inspections; including sketching of new properties and large additions etc. Works closely with Building Department to accomplish this task.

The employee has limited access to confidential information; most data is public information.

Most errors can be corrected.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Associates degree or 4-year college degree (preferred); advanced training in real estate appraisal and assessing practices; two years of related experience; or an equivalent combination of education and experience.

#### **Additional Requirements**

M.A.A. (or ability to obtain license within two years)

Valid Massachusetts motor vehicle operator's license

#### **Knowledge, Ability and Skill**

Knowledge of modern assessment practices and procedures and Massachusetts General Laws, policies and regulations relating to the assessment of property. General knowledge of GIS mapping, surveying, plans of land, and deeds. Working knowledge of town government and department software (MUNIS, Patriot Properties AssessPro C.A.M.A. and Microsoft office programs especially Excel).

Experience with AssessPro Appraisal CAMA Software and MUNIS is preferred.

Familiarity with the annual DOR mandated tax rate recap certification procedure.

Ability to interact with the public and explain policies and procedures; ability to communicate effectively, verbally and in writing. Ability to maintain detailed records, analyze data and prepare reports. Ability to work effectively under time constraints to meet deadlines.

Skill and accuracy in working with numbers and attention to detail. Organizational, communication and customer service skills.

### **Physical Requirements**

Minimal physical effort is required to perform administrative duties; moderate effort is required to perform inspections. The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment. Vision requirements include the ability to read routine documents, maps and plans, use a computer, and operate an automobile.

*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.*

### **Salary Range**

\$60,000 to \$70,000 per year

### **How to Apply / Contact**

For the complete job description, [please download the attached PDF for further details](#). Resumes to be accepted until the position is filled. All applicants should submit both cover letter and resume to [assistantassessor@carlislema.gov](mailto:assistantassessor@carlislema.gov) for consideration. Thank you.