

**Town of Phillipston, Massachusetts**  
**Draft Job Description**

<b>Position Title:</b>	Assistant Assessor	<b>Grade Level:</b>	
<b>Department</b>	Assessor	<b>Date:</b>	
<b>Reports to:</b>	Board of Assessors	<b>FLSA Status</b>	

**Statement of Duties:** The Assistant Assessor is responsible for the performance of administrative and record keeping work in assisting the Board of Assessors to determine the full and fair cash value of all real and personal property for the purpose of levying a property tax in the Town of Phillipston in accordance with the Department of Revenue guidelines and Mass General Laws. The employee is also responsible for the motor vehicle tax programs. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the general direction of the Board of Assessors, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

**Supervisory Responsibility:** The employee, as a regular part of the job, is required to lead one (1) other part-time employee providing assistance or direction in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. Functions, programs, work processes and staff size are well established and relatively stable throughout the year. Employee being supervised works at the same location and the same work shift.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access at the departmental level to a wide variety of confidential information, including official personnel records or client and department records

**Accountability:** Duties include department level responsibility for technical processes, service delivery and fiscal responsibility for the department including staffing. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, cause adverse public relations, personal injury, extensive loss of municipal revenue and legal repercussions to the Town.

**Judgment:** Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used to analyze or evaluate specific situations to determine appropriate actions.

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**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to the technical field or property appraisal and assessment. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of a municipal office setting with exposure to outside elements such as traffic when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in order to attend evening meetings and to conduct field inspections.

**Nature and Purpose of Public Contact:** Relationships are constantly with co-workers, the public, groups and/or individuals such as the Board of Assessors, civic leaders, and peers from other organizations such as the State Department of Revenue, representatives of professional organizations, lawyers, property owners and the news media. The employee deals with the public and other individuals on behalf of the department in order to communicate departmental practices, procedures, regulations and/or guidelines.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in a municipal office setting. The employee is exposed to occupational risks when required to conduct field inspections at construction sites or over rough terrain.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Directs the operations of the assessing department; views residential and commercial property, performing field measurements and inspections.

Provides information to property owners, bank officials and professional appraisers regarding property valuations; provides information as requested on lot sizes, locations and ownership.

Reviews applications for abatements and exemptions and recommends to the Board of Assessors approval or denial; oversees the maintenance department records of abatements and exemptions.

Oversees the Town's tri-annual revaluation and interim adjustments of all real and personal property in the community

Provides information to Board in connection with real property values, estimates of market value changes, revised assessments, tax abatements, complaints, special requests, reports and priorities; attends meetings of town boards as required.

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Supervises the maintenance of the assessor's maps; updates technical information and procedures.

Prepares tax rate documentation for State (DOR) certification; directs the program for compliance with the state-mandated revaluation of property in the Town of Phillipston.

Attends training programs and seminars in order to maintain certification requirements and to stay up-to-date regarding property valuation techniques and practices as well as changes to applicable State laws.

Mails, reviews and enters all information from the Income and Expense forms that are returned each year; mails second requests as necessary; assesses fee charges to tax bill if I & E forms are not returned.

Mails, reviews and enters all information from the Form of Lists that are returned each year. During a revaluation year, oversees the collection of personal property data and enters all information collected from inspections in to the department's database base management software system.

Prepares, presents and is responsible for the administration of the department's operating budget.

Studies real estate market conditions and changes,, analyzes deeds to be sure they are "arms length" transactions, tracks building permits, logs lot splits, zoning changes etc to determine trends and changes in property values.

Prepares reports for the State Department of Revenue (DOR) as required.

Assesses municipal charges to taxpayers on property bills.

**Recommended Minimum Qualifications:**

**Education and Experience:** Associate's Degree in Business Administration, Finance or a related field with five to seven (5-7) years of related work experience, supplemented by training and experience in current principles of property assessment is preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must possess or have the ability to obtain certification as Massachusetts Accredited Assessor (MAA); valid Class D Motor Vehicle Drivers License. Must complete the DOR course 101 as a condition of employment.

**Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of modern assessment practices and procedures and the Massachusetts municipal real and personal property tax laws including various kinds of tax relief; working knowledge of property assessment and taxation techniques and practices using Computer

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Assisted Mass Appraisal (CAMA) software programs; knowledge of GIS applications. Working knowledge of the Internet and office software (i.e. word processing, database management and spread sheet applications), as well as other specialized software technology in support of department operations. Knowledge of Town geography and Town landmarks.

**Abilities:** Ability to deal with the disgruntled members of the public and the elderly in a diplomatic and efficient manner; ability to communicate clearly and concisely orally and in writing; ability to organize time and work independently as well as maintain confidential information; statistical and analytical ability; ability to interpret and apply various tax and appraisal laws. Ability to use specialized software in support of department operations.

**Skill:** Proficient organizational skills; excellent data processing skills including use of personal computers and office software including word processing, database management and spreadsheet applications; proficient skill in reading and interpreting maps and plans.

**Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Demands:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain when conducting field inspections, or standing or walking most of the work period. Occasionally, the employee is required to lift department office equipment and supplies.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination in order to stretch, reach, or retrieve department materials. Examples include but are not limited to operating a motor vehicle or a personal computer.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*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.*