#15-18

TOWN OF MEDWAY

JOB POSTING

TOWN OF MEDWAY
Assistant Assessor

Town of Medway seeks qualified candidates for the Assistant Assessor position. This position works under the direction of the Principal Assessor and according to Mass. General Laws and municipal policies and objectives. The Assistant Assessor inspects real and personal property for assessment purposes and updates values as necessary. Maintains and updates detailed files of department records including but not limited to property inspections, building permits, and public record verifications.

Minimum Qualifications:
Candidates should have an Associate's degree; Real Estate Appraisal License; and special training or experience in appraisal and assessment practices would be most desirable. Three (3) years of experience in real estate or appraisal field; valid Massachusetts driver's license; successful candidate to attain M.A.A. certification within three (3) years of hire date; intermediate computer skills; knowledge of Microsoft word and excel.

Please send cover letter and resume to Human Resource Coordinator, kbird@townofmedway.org

Date of Posting: June 20, 2018
Salary: $ 24.72 per hour, Grade 9 Step I
Closing Date: July 3, 2018

To be posted at: Town Hall, Fire Station I and II, Library, Highway, Police Station

The Town of Medway is an AA/EEO Employer

TOWN OF MEDWAY
ASSISTANT ASSESSOR

Statement of Duties:
Performs responsible and varied technical, clerical, and administrative work in support of the assessing activities of the department; performs all other related work as required.

Supervision:
The Assistant Assessor works under the general supervision of the Principal Assessor; performs varied, responsible, technical, and clerical duties requiring the frequent exercise of independent judgment in accordance with assessing and appraisal guidelines. May supervise office from time to time in the Principal Assessor's absence.

Job Environment:
Work is performed in a moderately noisy office environment; inspection work performed out-of-doors where the employee may be subject to inclement weather conditions.

Requires the operation of a computer, telephones, copiers, facsimile machines, and other standard equipment; operates an automobile.

Makes frequent contact with the general public, property owners, developers, other municipal employees and departments, real estate professionals, attorneys, and others relative to the town's valuation of property. Requires excellent customer service skills. Contacts are by phone, in person, in writing, and often by appointment at customer's property. Assignments must be completed in a timely manner.

Incumbent may have access to a wide variety of confidential department-related and Town-wide information which requires the application of appropriate judgment, discretion, and professional protocols.

Essential Job 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.)

Inspects real and personal property for assessment purposes and updates values as necessary. Completes related on-site inspections and updates department assessment system for value and informational verification. Maintains and updates detailed and accurate files of department records including but not limited to property inspections, building permits, and public record verifications.

May attend a counter or reception desk; answer inquiries and complaints of a routine nature; under the direction of the Principal Assessor explains appropriate procedures,

regulations, or guidelines based on office functions, programs, or operations of the department.

Assists in the valuation of all real and personal property to determine the fair and full market value including the verification of property documentation, both exterior and interior physical information; assists in the completion of triennial recertification program. Implements updated information for the use in the CAMA system to establish taxable values from new and changed real property utilizing all three of the recognized valuation methods.

Recommended Minimum Qualifications:

Education, Training, and Experience:
Associate's Degree, Real Estate Appraisal License, and special training or experience in appraisal and assessment practices desired. Three (3) years of experience in real estate or the appraisal field.
Special Requirements:
Massachusetts Driver's License; Massachusetts Accredited Assessor certification to be attained within three (3) years of the hire date.

Knowledge, Ability, and Skills:

Knowledge: Working knowledge of modern office practices, procedures, and equipment; knowledge of business English, spelling, and arithmetic; working knowledge of department rules, procedures, and functions; working knowledge of town government and CAMA software; Intermediate knowledge of Microsoft word and Excel required. Knowledge of mapping procedures.

Ability: Ability to make relatively complex arithmetical computations and tabulations. Ability to follow and understand oral and written instructions; ability to make routine decisions in an independent manner in accordance with established departmental procedures; ability to maintain effective working relationships with the general public and employees of the town. Ability to use a personal computer and appraisal/assessing software in addition to other standard equipment. Ability to work in inclement weather.

Skills: Excellent planning and organizational skills. Excellent employee and public relations skills; ability to manage multiple tasks in a prompt, efficient manner. Good judgment and integrity required.

Physical and Mental Requirements:
Minimal physical effort required in performing duties. May be exposed to hazards found at a construction site and is subject to outdoor weather conditions up to ¾ of the time. Employee is frequently required to walk, stand, sit, talk or listen/ hear, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms up to ¾ of the time. May occasionally lift or move files, papers, and other common office objects, some weighing up to 10 pounds, vision and hearing correctable to normal range. Equipment operated

includes automobile, office machines, computers, digital cameras, and tape measures. Must be able to access rough terrain and partially completed buildings at construction work sites before and after construction.