Statement of Duties: The Assistant Assessor is responsible for the performance or technical and professional work enabling the Board of Assessors to establish and maintain the full and fair cash value of all real and personal property for the purpose of levying a property tax in the Town of Shelburne in accordance with the Department of Revenue guidelines and Mass General Laws and town by-laws. Employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Chairperson 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 is not required to regularly supervise any town employees.

Confidentiality: 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 in accordance with the State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, cause adverse public relations, 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.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. 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 regular exposure to outside elements 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 serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance. 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 conducting 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.

Responsible for establishing and maintaining fair and equitable valuations of town-wide real estate and personal property through the performance of routine and complex technical and information gathering work in accordance with State Department of Revenue guidelines, statutory deadlines, applicable Massachusetts General Laws and town by-laws.

Responsible for establishing and maintaining assessment data and system resources including digital and paper based. Provides information to property owners, bank officials and professional appraisers regarding property valuations; provides information as requested on lot sizes, locations and ownership.

Views real and personal property performing field measurements and inspections; appraises residential properties using appropriate methods of appraisal.

Analyses type of construction, grading, other relative values in area and other pertinent factors; reviews available data, plans, costs, purchase price and market physical inspection of property when required.

Reviews and processes applications for automobile excise and exemptions for elderly, veterans and blind persons; researches deeds and determines validity of "arms" length sales for inclusion in sales ratio analysis reports. Monitors building inspector's permit system to track significant property upgrades/construction. Updates related assessor systems. exemptions and recommends to the Board of Assessors approval or denial.
Town of Shelburne, Massachusetts
Job Description

Responsible for the Town’s tri-annual revaluation and interim adjustments of all real and personal property in the community.

Prepares and manages the Board of Assessors meetings; records meeting minutes and complies with the State Open Meeting Law requirements.

Provides information to Board of Assessors 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.

Prepares the tax rate documentation for State certification; directs the program for state-mandated revaluation.

Required to attend 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 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 into the department’s database management software system.

Prepares, presents and is responsible for the administration of the department’s operating budget including the processing of bills, purchasing of department supplies and equipment.

Studies real estate market conditions to determine trends. Analyzes deeds to determine which ones are “arms length” transactions to be used to measure "fair market values". Tracks building permits and evaluates lot splits in order to determine changes in property values.

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

Coordinates and reviews the work performed by contracted department consultants.

**Recommended Minimum Qualifications:**

**Education and Experience:** Associate’s Degree in Business Administration, Finance or a related field with a Bachelor’s degree preferred; three to five (3-5) 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:** Certification as Massachusetts Accredited Assessor within two (2) years of appointment; 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; familiarity with property assessment and taxation techniques and practices using computer assisted mass appraisal (CAMA) programs and 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.

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 mathematical and basis accounting skills; 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 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 Demands: Visual demands require the employee to routinely read documents and personal computer screens for general understanding and analytical purposes; the employee is rarely 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.