



ASSESSOR'S OFFICE ASSISTANT ASSESSOR

Unit: AFSCME II

Reporting To: Principal Assessor

Wages: \$980.37-\$1,240.48/weekly

Hours: 35 Hours, Monday - Friday

Location: Town Hall, 121 Glen Road

Application Deadline: Position open until filled

Definition

The Assistant Assessor supports the Assessor in performing the administrative functions related to identifying, tracking, and processing values, changes in values, exemptions, and abatements associated with real estate and personal property in town.

Essential Functions

Working under the supervision of the Principal Assessor:

- Greet visitors and customers, answer the telephone and general emails, answer questions and assist callers, customers, and visitors with assessment questions, abatement applications, exemption applications, abutters lists, and other assessing related requests.
- Conduct inspections as necessary and appropriate of real property in order to maintain uniform data resulting in full & fair market value on all property.
- Coordinate, track, and oversee vendors' data collection programs and inspection of real and personal property; monitor work performance of independent contractors working for the Board of Assessors.
- Sign off on building permits as necessary in the absence of the Assessor.
- Examine deeds, maps, building plans/permits, personal records and market data to obtain additional valuation data and to locate taxable property; verify properties with major building permits, review lot splits and land changes, compare to proper property data and values.
- Maintain and update databases, files, and other data related to real estate and personal property including building permits, deed transfers, mapping and land changes, and other information; compile and prepare information and reports, abatements, exemptions, and other needs as assigned.
- Review motor vehicle commitments, abatements, exemptions and monthly report.
- Produce abutters' lists, ensure all applicable abutters are properly identified, and certify abutters' lists in the absence of the Principal Assessor.
- Provide administrative support to the Board of Assessors, posting meetings in accordance with Open Meeting Law, recording agenda and minutes, assembling and distributing documentation, and assisting with setup of meetings.
- Prepare correspondence, reports, and documents, assemble or research content information, provide drafts, final documents, tracks and process invoices and bills and distribute as directed.
- Assist with management of the department webpage, ensure content is timely, accurate and useful, may update and add content as directed.
- Provide direction, training and prioritization of tasks for the department clerk.
- Works with Principal Assessor in developing and implementing policies and procedures for the efficient administration of the department.

- Attend professional meetings, training programs and seminars to stay abreast of changes or trends in the field and to maintain current knowledge of laws and regulations concerning property tax.
- Perform other similar tasks or related work as assigned.

Minimum Qualifications

- An Associate's degree in business, finance, or related field and a minimum of two years of administrative assessing experience, or any equivalent combination of experience and education.
- Ability to provide excellent customer service and work effectively with the public.
- Experience with Vision software or other assessing software; experience with Microsoft Office and ability to effectively utilize Word, Excel, PowerPoint and other standard administrative software.
- Ability to communicate effectively with others, orally and in writing.
- Ability to exercise initiative and use good judgment, work with limited direction in the completion of tasks and assignments.
- Ability to organize and perform multiple tasks effectively.
- Superior organizational, administrative and communication skills.
- Aptitude and attention for details and accuracy.

Job Environment

Work is performed inside a building and outside. Work environment characteristics include an office environment, with even walking surfaces and generally moderate noise levels, and outside or interior environments under construction, with potentially uneven walking surfaces, loud noise levels, and exposure to inclement weather.

Physical Requirements

The work is generally of an intellectual nature. While performing the functions of this job, the employee is required to stand and sit for prolonged periods. Frequently required use hands to finger, handle, or feel objects; reaches with hands and arms, bends, stoops, kneels, and/or crouches. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to lift and carry equipment and supplies weighing up to 50 pounds. This position requires the ability to operate a keyboard, computer mouse, telephone, fax, copier, writing tools, scissors, and other standard office equipment.

EOE

To Apply:

Submit resume, cover letter and **completed application** to:

Town Manager's Office
Attn: Assistant Town Manager/Human Resources Director
121 Glen Road
Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: Assistant Assessor" in the subject. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically and in a file type other than PDF.