

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Assistant Assessor

Department: Assessors' Office

Appointing Authority: Board of Assessors

Affiliation: AFSCME

Grade: G-5

Personnel Board Approved: Pending 1/10/2019

Summary of Duties

Skilled routine to complex technical work involved in appraising and examining all types of real property for assessment purposes to Mass Appraisal Standards using technical judgment and knowledge of state and local laws, regulations and guidelines and the policies of the Board of Assessors. Customer service, Appellate Tax Board testimony, and assistance to the Director of Assessing, as needed.

Supervision Received

Works under the general direction of the Director of Assessing. Follows department 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. Refers more difficult technical questions to supervisor.

Supervision Exercised

None

Job Environment

Office work is performed under typical office conditions with normal interruptions during the day from the general public; work environment is moderately quiet. Outside field work is conducted under varying conditions with exposure to some occupational

risks. Will be required to work outside of normal hours to accommodate field appointments and seasonal fluctuations; may attend night meetings.

Operates computers, printer/copier, telephone, and all other office equipment; operates an automobile.

Makes frequent contacts with the general public, other Town departments and officials, property owners, banks, independent appraisers, real estate agents, outside agencies and other governmental organizations; most communication is by means of written, telephone and/or personal discussion which involves discussing or furnishing routine to complex technical information.

Has access to department-oriented confidential information, including personnel matters and lawsuits.

Errors could result in loss of revenues due to late tax billing, significant delay or loss of services, poor public relations, and legal repercussions.

Essential 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.

Appraises all real property in Wayland; performs field measurements and inspections of residential and commercial buildings, including but not limited to, new and incomplete construction, additions, alterations and demolition. Appraisal appointments may be scheduled during non-office hours to include nights and Saturdays as mutually agreed upon.

Inspects land and land uses changes, deed transfers and subdivision changes; notes all technical aspects of property construction and location.

Determines market values of property by using appropriate appraisal techniques; conducts research of real property when necessary.

Explains appraisal methods and techniques to the general public, as well as assists with questions and problems relating to various appraisal methods and techniques when necessary.

Gathers information for property appraisal data from property owners, building plans, building permits, building contractors, real estate agents, attorneys, and public officials.

Maintains property record cards for real property, including collected data and calculated cost with depreciation, current market and assessed value considered; enters data into designated databases.

Answers questions of property owners, prospective investors, and builders in regard to current and future assessments.

Assists in preparation and defense of values for cases before the Appellate Tax Board.

Receives and maintains building permits for inspection purposes, and enters information on property records.

Assists in maintaining all department files and records.

Assists the public and processes exemptions, motor vehicle abatements, tax-exempt filings, income and expense filings, and chapter land filings. Organizes paperwork, makes copies, and distributes various reports and materials. May prepare materials for meetings.

Attends professional meetings and training programs.

Works on special projects; performs similar or related work as directed, required, or as the situation dictates.

Note: If the Assistant Assessor is required to work outside of the work schedule listed in the appendix of the AFSCME collective bargaining agreement with the Town of Wayland, then the schedule as identified in the appendix will not apply for that week.

Recommended Minimum Qualifications

Education:

Associate's degree in a related field of endeavor.

Completion of assessing courses offered by the Massachusetts Association of Assessing Officers or International Association of Assessing Officers preferred.

Experience:

Over two (2) years of experience in assessing, appraisal or real estate work; or any equivalent combination of education or experience that demonstrates possession of the required knowledge, skills and abilities; experience in a municipal setting and working with the public is strongly preferred.

Substitution:

An additional two (2) years of experience may be substituted for the degree requirement.

License/Certificate:

Must possess a valid driver's license.

Must obtain a Massachusetts Accredited Assessor (MAA) certification within 24 months of appointment; certification must be maintained throughout appointment.

Knowledge, Abilities and Skills:

Considerable knowledge of the principles and various techniques of real property appraisal.

Working knowledge of construction materials, costs, and workmanship.

Working knowledge of state and local tax assessment, collection laws, and town zoning regulations.

Working knowledge of real estate values.

Understanding of mass appraisal systems and the state appeal process.

Knowledge of applicable Massachusetts General Laws, real estate terms, appraisal theory, etc. or the ability to acquire the knowledge in a reasonable period of time.

User knowledge and proficiency of personal computers and Windows-based software programs, including Excel and Word; skill and ability to operate a personal computer and a variety of office equipment.

Familiarity with mass appraisal computer techniques.

Excellent communication skills; ability to communicate effectively, both orally and in writing.

Ability to analyze factors which influence the value of real and personal property and to make appropriate appraisals.

Ability to make accurate mathematical computations and tabulations.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Ability to maintain the confidentiality of information.

Ability to organize clerical and statistical records.

Ability to maintain detailed and extensive records and to prepare reports from same.

Ability to work effectively under time constraints to meet deadlines.

Ability to enforce and interpret rules and regulations tactfully and impartially.

Ability to convey technical information to citizens.

Ability to operate a motor vehicle.

Skill in typing.

Excellent customer service skills.

Experience and skill in maintaining complete and accurate records.

Strong organizational skills.

Strong interpersonal skills.

Physical Requirements

Minimal physical effort required in performing duties under typical office conditions; moderate physical effort required when conducting field inspections. Frequently required to stand and walk over various surfaces. Ability to operate a keyboard at efficient speed. Vision and hearing at or correctable to normal ranges. Ability to sit, stand, walk and hear. May be required to carry or lift books weighing up to 30 pounds.

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.