

Town of Sudbury
Associate Assessor/Data Collector
Assessor's Department
Full-time: 35 Hours/Week

The Town of Sudbury seeks highly responsible and qualified Associate Assessor/Data Collector to perform administrative and technical work, field inspecting and valuing real property. The successful candidate also assists the Director of Assessing in the exercise of their statutory authority through the performance of a variety of departmental functions; advises, instructs, and assists office staff in carrying out procedures and policies as set by the Director; advises the public in terms of assessment practices, valuations, policies; prepares and maintains departmental records relating to property inspections; attends Board meetings as necessary.

Minimum qualifications: Associate's Degree plus two years of previous job-related experience; or any equivalent combination of education, training and experience. Experience with computerized data collection appraisal systems is helpful. Must possess a valid driver's license and have strong writing skills

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR> .

Starting salary range is \$53,928 to \$60,509 (top step in range to \$70,925) plus excellent benefits. Email letter of interest and resume to gerryc@sudbury.ma.us. Resumes accepted *until Wednesday, September 7th*, at noon.
AA/EOE

See complete job description below.

ASSOCIATE ASSESSOR/DATA COLLECTOR

Position Purpose:

Responsible administrative and technical work, field inspecting and valuing real property, assisting the Assessing department. Performs related office support functions as required; all other related work as required.

Supervision:

Scope and Judgment: Performs a variety of responsible duties which require attention to detail and accuracy. Employee works independently in the field in strict accordance with established procedures while referring new and unusual situations to the supervisor for additional instruction.

Supervision Received: Works under the general direction of the Director of Assessing who provides assignments, indicating the scope of what is to be performed, setting priorities and deadlines.

Supervision Given: Supervises and coordinates appraisal field work specifically related to permit inspections. Oversees the scheduling and data entry and quality control of the field inspector(s).

Job Environment:

Administrative work is performed under typical office conditions. Field work is performed with exposure to weather and topographical conditions.

Operates computers, printers, facsimile machine, copier, calculator, industry standard measuring devices, digital camera, as well as other standard office equipment.

Has frequent contact with the general public while in the process of gathering field data and when responding to informational questions in the office. Communication is by means of written correspondence (including email), telephone, and personal discussion.

Has access to confidential information related to exempt property records, abatements, and personal exemptions.

Errors could result in delay or loss of services, possible legal ramifications, loss of municipal tax revenue, and adverse public relations.

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.)

Assists the Director of Assessing in the exercise of their statutory authority through the performance of a variety of departmental functions.; Advises, instructs, and assists office staff in carrying out procedures and policies as set by the Director. Advises the public in terms of assessment practices, valuations, policies. Prepares and maintains departmental records relating to property inspections. May attend Board meetings as necessary.

Provides customer service by answering questions and provides information either in person, phone, or email.

Investigates requests for abatements of property tax.

Reviews all applications for abatement; prepares worksheet detailing assessments and value discount.

Provides information to property owners and others on the municipality's assessment policies and procedures, the determination of specific valuations, abatements and exemptions.

Investigates various issues and provides administrative support to the Board of Assessors; composes correspondence, etc. explaining the Board's position in response to standard questions. Conducts mailing of interim property valuations following extensive review of property data changes. Coordinates annual mailing of commercial property income and expense forms. Manages the sales verification program, which includes sending a sales questionnaire to recent purchasers, reviewing MLS sheets, and in some instances contacting realtors to verify data, and generating sales reports.

Examines deeds, maps, plans, and permits to obtain additional valuation data and to locate all taxable property.

Coordinates and completes the state mandated cyclical inspection project, which includes notifying homeowners, and scheduling appointments to begin data collection process.

Inspects buildings under construction and records status change in order to update assessment records.

Inspects real estate to observe, measure, and record the characteristics of the property which affect the valuation. Responsible for transmitting the field data into the assessment database, i.e., interpreting and entering sketch's, measurements, calculating factors from cost and depreciation tables.

Converts the field notes to computer terminology and enters the data into the CAMA software.

Maintains a variety of records and field notes to support valuations. Takes photographs of property for use on field record cards.

Performs a variety of technical and administrative support functions for the department, including some clerical functions.

Enters building permit information in assessing database and identifies new construction for inspections. Assists with calculating new growth.

Performs research on properties. Prints property cards for appraisers, realtors, and homeowners as requested.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree plus two years of previous job-related experience; or any equivalent combination of education, training and experience. Experience with computerized data collection appraisal systems is helpful.

Special Requirements: Valid Massachusetts Motor Vehicle Operator's Class D license required. Must attend course and/or conference required by the Department of Revenue and/or the Board of Assessors.

Knowledge, Ability and Skill:

Knowledge: Familiarity with real estate styles, materials, and methods of construction. Working knowledge of popular assessing software programs and applications. Familiarity with MUNIS tax software is a plus.

Ability: Ability to manage and maintain assessing system databases. Ability to analyze and interpret data from a variety of sources ranging from in-person inspections to electronic submissions. Ability to understand not only physical feature data, but social, economic, and governmental data as well. Ability to handle inquiries and/or complaints tactfully and effectively.

Skill: Aptitude for working with numbers and details. Excellent verbal, analytical and written communication skills. Skill and experience using measuring devices and calculators. Familiarity and experience with spreadsheet and word- processing applications.

Physical 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 essential functions.

Minimal physical effort generally required in performing administrative duties; moderate physical effort when conducting field inspections. Ability to maneuver stairs and uneven terrain for field inspections. Ability to operate a keyboard and view computer screens for extended periods of time. Position requires fully correctable close and distance vision and depth perception. Ability to drive a motor vehicle.

(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.)