

TOWN OF TOPSFIELD



JOB POSTING TOPSFIELD PRINCIPAL ASSESSOR (FULL TIME)

The Town of Topsfield (pop. 6,300) seeks qualified candidates for a FT Principal Assessor (40hrs) to administer the Town's property appraisal systems & manage all municipal tax assessment activities; Works under the general direction of a 3 member elected Board of Assessors and administers all business activities of the office; Responsible for the management & timely reporting of all municipal tax assessment activities as required by the Commonwealth; Manages the valuation & assessment of all real & personal property in town for *ad valorem* tax purposes; Views Real Property, performs field measurements and inspections; Oversees in-house valuation program utilizing Vision Appraisal Technology's CAMA, MUNIS and Arc View GIS software programs; Provides information of real property values, market value changes, revised assessments, tax abatements and complaints; Supervises one part-time employee; Oversees the Commitment of real estate, personal property, motor vehicle and special assessments tax bills to the Treasurer/Collector; Provides contract review, administration and quality control for work done by outside contractors and appraisal firms. Principal Assessor supervises one part-time employee and works cooperatively with Town Officials and the Town Administrator and serves as a member of the Town's financial management team.

Qualifications: Requires BA in business or public administration, finance, or related field; Master's preferred. Requires 2yrs experience in a municipal assessing position in the Commonwealth of MA; or 3yrs municipal experience outside of MA; or 5 yrs experience in real estate appraisal and valuation of property for ad valorem tax purposes. Requires MAA Certification as an Accredited Assessor; CMA desirable; Valid MA motor vehicle operator's license. Ideal candidate will possess municipal assessing & finance experience in a similar sized Massachusetts town with direct experience with Vision Appraisal Technology's CAMA, MUNIS and Arc View GIS.

Salary: DOQ, starting range is \$34.15 to \$36.04/hr (40hrs/wk); Eligible for full benefits package including BCBS Health Plan and Delta Dental.

To Apply: For highest consideration, apply by December 18, 2015. Send resume, cover letter & list of 3 references to: Town of Topsfield, Town Hall, 8 W. Common St, Topsfield, MA 01983, Attn: Town Administrator/Personnel Director, or via email at selectmen@topsfield-ma.gov.

For detailed description, visit www.topsfield-ma.gov. Open until filled. To be posted on Town's website until a suitable candidate has been hired. AA/EEO employer.