

**TOWN OF TOPSFIELD
ASSISTANT TO PRINCIPAL ASSESSOR
JOB DESCRIPTION**

Position Purpose:

The purpose of this position is perform responsible and varied technical, clerical and administrative work in support of the assessing activities of the department. Performs all other related work as required. FLSA non-exempt.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks.

Supervision Received: Works under the direct supervision of the Principal Assessor.

Supervision Given: None.

Job Environment:

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with constant interruptions.

Operates computers, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with the general public and other municipal departments, other MA Assessor's office personnel, appraisers, real estate brokers attorneys, Land surveyors, building contractors and MA Department of Revenue officials. Contacts are primarily in person and by telephone, and involve discussing routine and semi-complex information; contacts with the public require considerable patience and courtesy.

Errors could result in confusion, reduced levels of service, and financial and/or 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.)

Responsible for processing motor vehicle excise tax commitments, creating receivables and maintaining the file using motor vehicle software. Review and processes applications for motor vehicle abatements and exemptions. Generates reports. Verifies incorrect values and researches errors, reporting changes to the Registry of Motor Vehicles.

Assists with the maintenance and updating of property files, field work, inputting data into the computer files, creating and maintaining spreadsheets and reports.

Assists taxpayers in applying for abatements and exemptions and explaining the laws and procedures as necessary. Reviews and processes applications for abatements and exemption of property tax to determine eligibility. Prepares certificates, denials, reports and maintains all related files.

Reviews deeds making appropriate changes to assessment records. Enters data into software and creates reports and spreadsheets.

Reviews building permits, creates and maintains annual spreadsheets and enters building permit data in computer software program.

Creates abutters list using software program for residents and engineering companies.

Provides information to property owners and others regarding assessments, laws and regulations, mapping information, tax abatements and exemptions.

Works on special projects and performs similar or related work as required or as situation dictates.

Copies, files, answers telephone and distributes material as appropriate. Prepares drafts, and types a variety of department correspondence, creates reports and maintains records. Performs secretarial functions for the Principal Assessor and/or Board of Assessors.

Prepares and maintains the department's payroll, bill schedule, financial and other internal administrative records.

Updates Assessors webpage on town website. Posts notices as required. Orders and purchases office supplies.

Attends professional meetings, training programs, seminars and assessing school to stay abreast of changes or trends in the field and to remain familiar with the Massachusetts' laws and regulations concerning tax assessments.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in business administration or related field; two years of experience in a real estate or office setting; Experience in appraisal and assessment practices desired; or any equivalent combination of education and experience.

Special Requirements:

Valid Massachusetts Driver's License

Certified as a MA Accredited Assessor

Must take and pass course Assessment Administration: Law, Procedures and Valuation.

Knowledge, Ability and Skill:

Knowledge: Good working knowledge of office practices and procedures, forms, and equipment. Working knowledge of computer systems and common software packages such as MUNIS, and Microsoft office programs. Familiarity with pertinent state and local laws relating to departmental operations. Complete knowledge of the use of office and data processing equipment, business arithmetic, business English and spelling.

Ability: Ability to prepare, type, and proofread correspondence and reports as to form and logic flow. Ability to deal with the public in a courteous and tactful manner. Ability to follow and understand oral and written instructions and to make routine decisions in an independent manner in accordance with established procedures. Aptitude and attention for details and accuracy.

Skill: Skill in utilizing personal computers, popular word processing, database, financial and spreadsheet applications. Excellent planning and organizational skills and ability to manage multiple tasks in a prompt, efficient manner. Excellent customer service skills.

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.

Lifts/moves objects weighing up to 30 pounds, files, and types on a keyboard at a moderate speed. Ability to view computer screens and work with details for extended periods of time. Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials used in performing essential functions.

(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.)

Approved September 2019

Town Administrator