

**TOWN OF WEST BOYLSTON**  
**POSITION DESCRIPTION**  
**CLASSIFICATION GRADE 4**

Position Title:	Administrative Assessor	Department:	Board of Assessors
Date:	July 1, 2003 Updated April 2, 2007	Reports To:	Regional/Principal Assessor
Hours of work:	Up to 27 hours weekly		

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**PURPOSE OF POSITION:**

Responsible for the day-to-day administration and public interaction relating to the Town's property assessment function.

This position carries out the administrative mandates of the Board of Assessors and includes such functions as answering the public's real estate, personal property, and excise tax related questions; researching and processing title conveyances; preparing and processing property and excise billings; preparing commitments, warrants and abatement reports; interfacing with the building department to assist property owners and staff; monitoring the office's assessment inspection program; working on property research projects for town boards and other government agencies; working with veterans and senior citizens in filing for statutory exemptions; conducting geographic information system queries, preparing GIS reports and maps, and abutter's lists; and maintaining numerous records used in the valuation and taxation of property.

Employee works independently and with little supervision resolving day-to-day administrative problems, taking initiative to improve the processes by which the office conducts its business. This employee must display tact and professionalism at all times as there is a high degree of contact with the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the processing of all deeds and maintains information about property ownership
- Responsible for the processes for all map related changes resulting from approved development plans
- Tracks building permits and maintains records on the status of construction
- Assists property owners with information required by the building department
- Inputs property data changes, additions, and deletions to the office Computer Assisted Mass Appraisal system (CAMA).
- Prepares and reviews CAMA reports to verify the accuracy of data inputs.
- Prepares numerous state reports to comply with Department of Revenue mandates

- Prepares internal accounting reports for the Finance Director, Tax Collector and Treasurer
- Prepares and manages the office's budget, orders services and supplies, processes accounts payable
- Provides the first line of contact to the public and real estate professionals including attorneys, real estate brokers, and appraisers
- Processes property tax billing files, uploading data files into the office's tax administration system and balancing
- Processes motor vehicle excise tax commitments from the Registry of Motor Vehicles.
- Responsible for tracking and processing all property tax and excise abatements
- Utilizes the office geographic information system to prepare abutters lists and informational maps
- Responsible for the entire personal property "Forms of List" process filed annually by property owners
- Prepares warrants for real, personal property and motor vehicle excise taxes.
- Responsible for entire Senior/Veteran exemption program through the submission of exemption reimbursement reports.
- Responsible for maintaining records for the Overlay account.
- Responsible for Supplemental Real Estate Tax billing.
- Prepare/track chapter land applications.
- Prepares monthly abatement and exemption reports.
- Responsible for preparing monthly report to Town Administrator.
- Responsible for weekly money turnovers from fees received.
- Performs daily backups for all town systems and reviews backup logs for errors and malfunctions
- Works closely with Building Inspector, Planning Board, and Tax Collectors office
- Takes and prepares minutes of Board of Assessors meetings
- Attends professional meetings, training programs, and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments
- Responsible for supplying and updating Web page information.
- In the absence of the Principal Assessor, assists same by tending to such issues that may require immediate attention
- Performs other duties as required.
- Works independently on special projects as assigned.
- Within one year from date of hire must pass Massachusetts Assessor's Association course 101.

**ESSENTIAL TRAINING AND EXPERIENCE REQUIRED TO PERFORM  
ESSENTIAL FUNCTIONS:**

High school graduation or GED required including or supplemented by business training and computer courses, plus ability to operate office machines and computers; three years work experience in an office setting, which includes significant public contact; working knowledge of Massachusetts assessing laws, procedures and valuation methods; or any equivalent combination of education and experience. Strong computer skills in word processing, spreadsheets, databases, computer assisted mass appraisal systems, and geographic information systems are needed in order to input, maintain, and extract assessment data. Also required is the ability to read blueprints and maps, as well as, the ability to effectively communicate state and local assessment procedures, regulations and laws concerning property taxation.

### **PHYSICAL REQUIREMENTS:**

- Must be physically able to operate a variety of automated office machinery and equipment, including, but not limited to computers, calculators, facsimile machines, copiers, tape recorders, digital cameras and telephones
- Must be able to move or carry job-related objects or materials to 30 pounds in weight.
- Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.
- Must be legally and physically able to operate a motor vehicle
- Must be able to walk, climb and negotiate without mechanical assistance around properties and construction sites.

### **NUMERIC APTITUDE:**

- Requires the ability to utilize mathematical formulas, add and subtract; multiply and divide; determine percentages; compute percentages, interest, profit and loss, ratios and proportions; and interpret same as may be appropriate.
- Requires an understanding of descriptive statistics as they relate to assessment-ratio studies and mass property appraisal. Relevant statistics and statistical concepts include mean, median, and coefficient of dispersion, price-related differential, and normal distribution theory.
- Must be able to read and interpret graphs including scatter-grams, bar charts, and trend lines

### **COMMUNICATION SKILLS:**

- Requires the ability to read a variety of professional, technical, and administrative documentation, directions, regulations, instructions, methods and procedures such as assessors' maps, property record cards, deeds, technical manuals, Department of Revenue reports, regulations and memoranda.
- Must be able to read law and interpret statutes as they relate to property tax law.
- Must be able to read blueprints and maps

- Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of English speech.
- Must be computer literate and adept at operating complex software including that used in the Town's Geographic Information System.

**INTERPERSONAL COMMUNICATIONS:**

- Requires the ability to communicate with people to convey or exchange professional information (i.e. attorney's offices, building inspectors, Board of Health agents, etc.)
- Ability to communicate effectively with taxpayers about questions relating to descriptive property characteristics and data.
- Must be effective in dealing with people who may be angry or otherwise concerned about issues relating to their assessment and other property tax matters.

**WORKING CONDITIONS**

- Work is normally performed inside the office, but may from time-to-time require fieldwork. Office work has the associated risks of eyestrain, headaches, carpal tunnel, and other risks associated with working with computers.

The Town of West Boylston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disability and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date