

Position Title: **Assistant to the Assessors**  
Department **Board of Assessors**  
Reports to: **Chair, Board of Assessors**  
Status: **Regular part-time employee**

### **Statement of Duties**

Position consists of clerical and administrative functions in support of the day-to-day operations of the Assessor's Office including valuation of real and personal property within the Town of Gill.

### **Supervision**

The employee works under the general supervision of the Chair of the Board of Assessors. Work is done independently, in accordance with town policies and applicable provisions of the Massachusetts General Laws, and regulations of the Department of Revenue. The employee has substantial independence in planning and organizing the work activities, including determining the work methods to meet the desired objectives, deadlines and priorities.

### **Supervision Responsibility**

Employee is not responsible for the regular supervision of any town employees. There is, however, a responsibility for monitoring and/or overseeing the work of contracted services.

### **Nature and Purpose of Relationships**

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Town officials, realtors, property appraisers, developers, attorneys, bank officials, representatives of the Department of Revenue, consultants contracted through the Assessor's office for mapping and valuations, as well as the general public are frequent project companions and communication and assistance with these individuals is part of the daily work. Contact usually occurs in person, in writing, or on the phone. More than ordinary courtesy, tact and diplomacy will be required.

### **Work Environment**

Employee performs work in a municipal office setting subject to frequent interruptions and moderate noise levels. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employment is based upon a fixed number of hours per year. The work week has an established posted number of open office hours each week and a posted meeting of the Board at least alternate weeks in the evening.

Position responsibilities follow well-defined or detailed rules, instructions and procedures covering most aspects of work. Judgment is needed to choose the appropriate practices, procedures, regulations, or guidelines to apply to each case. Work consists of simple, routine, or repetitive tasks and/or operations with few variations in established procedures.

Errors can result in a delay of service or monetary loss.

### **Confidentiality**

The employee has access to confidential information such as legal proceedings, client and/department records, including personal financial information and tax exemption and

abatement applications. Accordingly, the employee must ensure the confidentiality and security of sensitive information.

### **Productive Work Environment**

The employee is required to work in a manner that is positive, productive, respectful, and encourages teamwork at all times.

### **Occupational Risk**

Duties generally do not present occupational risks to the employee.

### **Position Duties and Responsibilities**

*The essential functions or duties listed below are intended only as illustration 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, or extension of the position. This list is not in any specific order of importance, and the work is to be performed as prioritized and directed by the Chair of the Board of Assessors.*

1. Verifies that all deed, excise and building permit information is accurate and entered into the database system.
2. Reviews preliminary lists of all motor vehicle and boat excise tax bills, identifies exempt accounts, prepares commitments for Collector and Accountant, and prepares all related reports.
3. Receives all incoming calls, emails, and visitors to the office; responds to inquiries or requests for assistance or directs customers to the appropriate personnel for assistance.
4. Inputs and updates property record card information and other data into computer as required, and generates reports as requested.
5. Performs clerical duties for the department; prepares correspondence; copies documents; maintains and updates files and records; and prepares mailings.
6. Processes vendor invoices for payment; submits information to the Accountant for payment; maintains records of expenditures.
7. Receives real estate exemption applications and motor vehicle excise tax abatement applications; reviews applications to ensure proper documentation is submitted; determines eligibility of applicants according to established requirements; presents application to Board of Assessors for determination; notifies applicant, Collector, and Accountant of Board's determination, as appropriate.
8. Receives real estate and personal property tax abatement applications; starts and tracks timeline for Assessors to act on each application; communicates decisions to applicant, Collector, and Accountant as appropriate; maintains record of action.
9. Prepares Appellate Tax Board case documents for Board of Assessors and/or legal counsel.
10. Collects information for updates to tax maps, including deeds and plans filed at the Registry of Deeds.

11. Drafts request for Proposals for Assessing services including consultants, mapping services and appraisals.
12. Assists in the online filing of the forms for the Department of Revenue for the interim and quinquennial revaluation processes.
13. Attends meetings of the Board of Assessors; prepares the agenda in consultation with the Chair; takes and writes meeting minutes.
14. Assists town departments, boards, committees and the public with research of deeds, plans, and ownership information, as needed.
15. Prepares abutters lists for town departments, boards, committees and the public.
16. Maintains database for Overlay account; and keeps account balanced with Accountant.
17. Prepares monthly reports for Collector and Accountant; maintains database and file copies.
18. Prepares and processes Chapter 61, 61A & 61B applications, liens, and rollback calculations, and maintains the database.
19. Maintains an adequate level of office supplies, orders additional supplies as required.

### **Education and Experience**

Associate's degree or beyond with strong computer and bookkeeping skills and at least one to three (1-3) years of office experience, municipal or appraisal experience preferred, or an equivalent combination of education and experience.

Employee is required to complete online Conflict of Interest Law training provided by Massachusetts State Ethics Commission. Employee is required to successfully complete online *Course 101, Introduction to Assessment Administration* training provided by Department of Revenue Division of Local Services. There is annual training supported by the Massachusetts Association of Assessing Officials (MAAO), held the first full week of August and paid for by the town (subject to appropriation). There are additional opportunities for training presented by local professional associations throughout the year. Employee will attend job-related training as required.

### **Knowledge, Abilities and Skills**

Knowledge: Working knowledge of Microsoft Office software applications including email, word processing, and spreadsheets

#### Abilities and Skills:

- Plan and prioritize work, perform multiple tasks within a timely manner, and be self-motivated
- Communicate clearly and concisely verbally and in writing
- Interact appropriately and effectively and establish and maintain effective working relationships with Assessors, committee members, town employees and officials, and the general public

- Use the internet effectively to obtain information in support of department operations
- Operate Windows-based computers and other office equipment in an efficient manner
- Organize and maintain accurate and detailed electronic and paper records
- Compose meeting minutes, hearing records, town reports, and other documents
- Review and edit documents of self and others
- Perform work accurately and efficiently despite frequent interruption

### **Physical and Mental 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 to perform the position's essential functions.*

- Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks (approximately 2/3 of the time), with intermittent periods of stooping, walking, and standing (approximately 1/3 of the time). The employee is occasionally required to lift, push, or pull objects such as office equipment, office supplies, and/or printer/copier paper, generally weighing 10 pounds or less.
- Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as the operation of a computer and other office equipment, filing of papers, and stuffing envelopes.
- Vision and Hearing Skills: The employee is required to constantly read printed and electronic documents and reports for understanding and analytical purposes. The employee is rarely required to review non-written materials or to determine color differences. The employee is required to make and receive telephone calls.

*This job description does not constitute an employment agreement between the employer and employee, and the employer may exercise its employment-at-will rights at any time. This job description is subject to change by the employer, as the needs of the employer and requirements of the job change.*