



**NOTICE OF VACANCY
July 1, 2015**

POSITION: Assistant Assessor/Commercial

DEPARTMENT: Assessing

SALARY: M-7 \$61,170 - \$73,093

HOURS: Monday – Friday 8:30 am – 5:00 pm occasional evenings

Position Purpose:

Under the direction of the Chief Assessor the Commercial Appraiser/ Assistant Assessor will be directly involved in all efforts to value all Town property (with emphasis on Commercial/Industrial and Personal property); will assist in the defense of assessed values (BOA appeals & Appellate Tax Board); and will help improve related processes, valuation models, and record keeping.

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 Chief Assessor in valuing all town property on an annual basis for triennial DOR certification year, interim years, and Appellate Tax Board and other as may be assigned.
- Participates in the maintenance, correction, and update of information in Town's computer assisted Mass Appraisal (CAMA) systems (Real Estate and Personal Property), and various other electronic databases. Organizes and streamlines existing processes and systems to ensure accurate and efficient record keeping.
- Handles department-related sensitive and/or confidential information including: commercial/ industrial property income and expense data, and other submitted personal data. Exercises good independent judgment and builds efficiency into existing activities.
- Responds to technical inquiries, handles all aspects of annual property data reporting requests, and manages related communications received by email, phone, and in person; occasionally addressing groups, if requested.
- As assigned, meets with property owners, private appraisers, professional property managers, attorneys, assessors, tax representatives, and others regarding property values as assigned. As assigned, communicates with outside organizations and other Town departments to gather additional information.
- Individually, and as part of a team, conducts physical field work such as inspections of properties to collect and verify property data necessary for determining full and fair value for all property types. Must possess valid motor vehicle driver's license.
- Is skilled in use of Microsoft Office Excel, Outlook, Access, and Word, and is able to generate computer reports to assist in the statistical analysis of assessment values, land valuations, sales ratio studies, etc. Prepares valuation summaries and spreadsheet analyses for review by Chief Assessor.
- Prepares analysis of potential liabilities posed by pending taxpayer ATB appeals of assessed value and makes recommendations to Chief Assessor of the amount of overlay funding to be retained to adequately address anticipated annual liabilities.

- Assists Chief Assessor in maintenance of records and preparation of various reports as required by town and state officials, including annual new growth report for non-Residential properties, as well as the Town tax classification meeting review packet.
- Maintains awareness of current real estate trends to assist in establishing appropriate market values. Follows rulings of the Appellate Tax Board for insight into property values and recent case law that impacts commercial, industrial, exempt, and personal property values.
- Provides coverage at the public counter as needed to respond to taxpayer requests, and performs other typical office duties as needed.
- Performs special projects and other related duties as required, directed, or as the situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree or equivalent work experience with a minimum of five (5) years of responsible experience in property analysis in commercial assessing or appraising. Massachusetts General Certified Real Estate Appraisal license required or similar state reciprocal license, or equivalent combination of education and experience. Candidates must obtain Massachusetts Accredited Assessor (MAA) designation within 36 months of hiring

Knowledge, Ability and Skill:

Knowledge: Massachusetts General Law 59 and other assessing related laws, Operations of value assessment program, Fundamentals of CAMA systems, particularly with Patriot Properties AssessPro Appraisal software, Acceptable techniques and methods used to value commercial properties (in addition to Residential and Personal property value work), General knowledge of mapping, surveying, and zoning concepts, Commercial capitalization rates and development of cap rates, Commercial leasing concepts, operating statements, and market vacancy rates, Awareness of local codes and regulations and other related industry standards such as USPAP

Ability: Communicate clearly, both orally and in writing (preferably using M/S Excel, Outlook, and Word programs), Display courtesy, patience, tact, and maintain cooperative spirit with the taxpaying public and others, Interpret and explain State laws and Town policies related to valuation, Prepare concise written reports; perform a variety of complex tasks, Learn to operate software necessary to perform assigned duties.

Skill: Excellent customer service skills, Strong organizational skills, Skill in all of the above listed tools and equipment.

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.

Most work is performed in a normal office environment, not subject to extreme variations of temperature, lighting, noise, odors, etc. Must be able to operate computer, printer, photocopier, and other basic office equipment. Outdoor work is required in inspecting properties and conducting other property analysis. Outdoor work required in all weather conditions and is exposed to minor hazards and some slippery terrain. Frequently required to walk, stand, climb, bend, reach, and lift 10 lb. objects. Must operate digital camera, measuring tape/wheel, electronic tablet data collection, and other field equipment.

Supervision:

Supervision Scope: Performs various duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding issues not clearly defined by established procedures.

Supervision Received: Works under the general direction of the Chief Assessor.

Supervision Given: None.

Work Environment:

- Work is performed in an office environment. Majority of work is performed in a moderately quiet work environment.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- Makes frequent contact with town departments, the general public, Council, and Contractors.
- Errors could result in delay or loss of service, and have potential legal and/or financial repercussions.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.