



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-164
July 6, 2016**

**NOTICE OF VACANCY
July 6, 2016**

POSITION: Field Assessor

DEPARTMENT: Finance

SALARY: PR3 \$51,061 - \$55,265

HOURS: Monday – Friday 8:30am to 5:00pm

Position Purpose:

Under the direction of the Chief Assessor, the Field Assessor will be directly involved in all efforts to value all Town property (with emphasis on Personal property); will assist in the defense of assessed values during the appeals period; 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 primarily personal property on an annual basis for triennial DOR certification year and interim years. May be responsible for other duties as assigned.
- Participates in the maintenance, correction, and update of information in Town's computer assisted Mass Appraisal (CAMA) systems (Personal Property), and various other electronic databases. Organizes and streamlines existing processes and systems to ensure accurate and efficient record keeping.
- Responds to technical inquiries, handles all aspects of annual property data reporting requests, and manages related communications received by email, phone, and in person.
- Meets with property owners and others regarding property values 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 assessing system computer reports to assist in the analysis of assessment values. Prepares valuation summaries and spreadsheet analyses for review by Chief Assessor.
- Prepares analysis of potential liabilities posed by pending taxpayer appeals (abatement applications) of assessed value and makes recommendations to Chief Assessor and the Board of Assessors.
- 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 personal property.
- Maintains awareness of current business trends relating to personal property to assist in establishing appropriate market values and asset depreciation schedules. Follows rulings of the Appellate Tax Board for insight into property values and recent case law that impacts personal property values, and other assessing related values.

- Provides coverage at the public counter as needed to respond to taxpayer all 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:

Associates degree or equivalent work experience with a minimum of two (2) years of responsible experience in assessing or appraising with emphasis or exposure to personal property, or work in a Massachusetts municipal assessing department. Candidates must obtain Massachusetts Accredited Assessor (MAA) designation within 48 months of hiring.

Knowledge, Ability and Skill:

Knowledge: Massachusetts General Law 59 and other assessing related laws, Knowledge of mass appraisal value assessment process, Fundamentals of CAMA systems, particularly with Patriot Properties AssessPro Appraisal software, Acceptable techniques and methods used to value personal property and related property. General knowledge of mapping, surveying, and zoning, awareness of local codes and regulations and other related industry standards such as USPAP, Standard 6.

Ability: Communicate clearly, both orally and in writing (preferably using MicroSoft 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.