

Job Title: Principal Assessor	Hours per week: 40	FLSA Status: Exempt
Reports to: Town Manager/ Board of Assessors	Department: Assessors	Grade:
Created date: 1/28/22	Revised date: 2/9/22	Approved date: 2/10/22
Created by: HR	Revised by: Assessors	Approved by: HR

**TOWN OF WARE
PRINCIPAL ASSESSOR**

Statement of Duties

- Supervisory, technical and administrative duties managing the Assessing Department.
- Assists the Board of Assessor's in implementing policies in accordance with State regulations; other related work, as required.
- Performs responsible and complex work requiring a great deal of attention to details and sequencing of actions in processing work, and in maintaining financial records consistent with department policies and procedures; all other related work as required.
- Acts as a representative of the Assessors Office to receive and answer inquires regarding public record information.
- Interacts with public to answer taxpayer questions and assessment explanations.
- Assists public with qualifications and application processes of statutory exemptions (which includes Veterans, Widows, Elderly and the Blind) chapter land, Real Estate and Excise Tax abatements.
- Assists other Town departments with parcel and title research.

Supervision:

Works under the supervision of the Town Manager with general direction from the Board of Assessors. Generally, employee establishes own work plan and priorities. Work is performed in strict accordance with the directives and policies of the Department of Revenue and compliance with Massachusetts General Law and Town bylaws. The Principal Assessor supervises the Administrative Assistant.

Work Environment:

Work is generally performed in office conditions; some field work is required to perform site visits; the employee is required to attend evening meetings as needed. The employee operates standard office equipment and an automobile. The employee has regular contact with town departments, the general public, the Department of Revenue and with peers in other communities. The employee has access to department-related legal proceedings, employee personnel records, medical information and financial records of taxpayers (MGL C 59). Errors could result in monetary loss of 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.

- Directs the operations of the Assessing Department, oversees the work of placing value on residential and commercial property, evaluates land and land changes; determines

assessed valuations of property for annual tax commitment in timely fashion.

- Maintains current inventories of all real, personal and exempt property within the Town.
- Supervises the commitment of all real, personal property, excise and special commitments to the Treasurer/Collector.
- Prepares Values for Tax Recapitulation purposes.
- Assists the Board of Assessor's in reviewing and approving requests for abatements and exemptions of assessments; negotiates settlements; testifies before Appellant Tax Board; appears before Superior Court as expert witness for the Town.
- Provides information regarding property valuations to property owners, bank officials, professional appraisers, engineers and attorneys.
- Assists in maintaining town-wide G.I.S. system on a current basis, coordinates the revision of Assessors maps, subdivision of property and deed updates.
- Plans, manages and implements a revaluation of all real estate and personal property parcels every five years by training field inspectors as needed, customizes reports, preparing accumulation data and setting and obtaining state certification of new values.
- Provides contact administration and review for revaluation work done by outside consultants.
- Keeps up to date on all laws pertaining to real estate, personal property, excise tax and exemptions.
- Prepares annual departmental budget and town report.
- Performs similar or related work as required, or as situation dictates.

Education and Experience

- Bachelor's degree with three to five years of experience in assessment administration, real estate appraisal or related business experience; or equivalent combination of education and experience.
- Two years of management or supervisory duties in assessment administration and real estate appraisal.
- Must be a Massachusetts Accredited Assessor (MAA) or other related professional designation within one year of hire.
- Computer skills with Microsoft Word and Excel and familiarity with the AssessPro C.A.M.A. system preferred.

Additional Requirements:

- Valid Massachusetts motor vehicle operator's license

Knowledge, Ability and Skill

Knowledge:

- Thorough knowledge of the principles and practices of municipal assessing and of applicable provision of the Massachusetts General Laws.
- Knowledge of Massachusetts General laws pertaining to the appraisal of real property (MGL C58-61B)
- Working knowledge of operations of Appellate Tax Board; knowledge
- Working knowledge of computer applications for assessing and financial management, including CAMA, GIS, Excel and Word software programs.

Ability:

- Ability to analyze and interpret financial data and to present findings clearly in written

and oral form.

- Ability to draft decisions
- Ability to establish and maintain cooperative relationships with town officials and governmental representatives.
- Ability to determine work priorities and to meet established schedules and deadlines.

Skill:

- Skill in working with numbers and detail.
- Excellent analytical and communication skills.
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Computer skills including proficiency with intermediate spreadsheet analysis, database updating, report generation, and internet research.

Physical and Mental Requirements

- Minimal physical effort required to perform functions under typical office conditions.
- Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle or feel objects tools, or controls, and to reach with hands and arms.
- The employee is frequently required to sit, talk, and hear.
- Occasionally may be required to lift objects up to 30 pounds.
- Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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