



PRINCIPAL ASSESSOR

Town of Ware

The Town of Ware seeks qualified applicants for full-time benefitted position of Principal Assessor. Attendance at Board of Assessors meetings is required. Work may be performed outside and inside the office and in inclement conditions. **Essential functions include but not limited to:** Managing and performing appraisals of residential, commercial, industrial, and personal properties. Listing, measuring, and inspecting properties to verify accuracy of assessment data. Assists with the development and oversees the computerized data to meet state mandated certification standards in accordance with the Department of Revenue regulations and Massachusetts General Laws. Prepares classification hearing documents for presentation for Tax Classification Hearing, works with Finance office to prepare Recapitulation Reports for annual certification of tax rates and Revaluation Consultants to certify annually values statistically acceptable to the Division of Local Services. Supervises staff, critiques abatement and exemption requests, and negotiates settlements of outstanding tax appeals. **Minimum Qualifications:** Bachelors Degree with 3 years professional experience in assessment administration, real estate appraisal or related business experience; or equivalent combination of education and experience. Demonstrated ability to read deeds and plans. Must have a valid driver's license. Applicants should also have excellent customer service and communication skills. Massachusetts Accredited Assessor (MAA) designation within one (1) year of hiring. **Preferred Qualifications:** Massachusetts Accredited Assessor (MAA) designation. Computer skills with Microsoft Word and Excel and familiarity with the Vision C.A.M.A. system preferred. All applicants must pass a criminal background/CORI check and a pre-employment physical including drug testing. **Starting Salary Range:** DOQ. Resumes will be accepted until position filled: For a full description please visit: www.townofware.com . Interested applicants please send cover letter and resume to resumes@townofware.com or Director of Human Resources, 126 Main Street, Ware, MA 01082. AA/EOE