

POSITION DESCRIPTION**I-18****Town of Needham****Field Assessor****11/2016*****Duties:***

Under direction of the Assistant Director of Assessing, the incumbent is responsible for the systematic field data verification and review of personal property and some residential parcel accounts in the Town of Needham. Additional responsibilities include a variety of administrative duties related to technical questions on auto excise tax, personal property tax and real estate abatements.

Measure and list residential and commercial/industrial real estate following approved appraisal and assessing techniques. Maintain related photographs and files. Conduct inspections on “new growth” properties both residential and commercial and enter data into CAMA system.

Conduct interviews with owners and tenants of commercial/industrial properties for rental information.

Visit businesses in the community for the purpose of listing of machinery and inventory used in the conduct of the business.

Identify property usage to determine exemption status.

Survey and compile income and expense data from commercial property owners and create related spreadsheet reports.

Enter information into the Assessor’s database.

Assist the division by researching and providing data for Town officers, reports, local officials and department heads, and the Department of Revenue.

Perform data processing procedures dealing with the computerization of valuation techniques. Use PC and other applications in the analysis of computer generated reports and other issues related to the Assessor’s office. Assist and guide office staff members on matters relating to assessment, valuation and related records.

Attend professional seminars, workshops and association activities. Perform miscellaneous related duties as required.

Basic Knowledge:

A Bachelor’s degree in finance, business or a related degree is required. Work requires knowledge of Massachusetts municipal tax law administration and property evaluation techniques. Massachusetts Accredited Assessor's certificate preferred.

Ability to use common measuring tools, including a tape measure and laser measuring device.

Ability to estimate personal property value based on machinery type, age, condition, and original cost.

Experience:

Duties require three years of related experience in various phases of assessing and appraising including experience with the MS Office suite of applications. Experience with Intelligent Query programs and the Department of Revenue’s CAMA system is preferred.

Independent Action:

Incumbent functions independently within broad scope of established Massachusetts Department of Revenue and Board of Assessors requirements; referring specific problems to the Assistant Director of Assessing.

Supervisory Responsibility:

None

Physical and Environmental Standards:

- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Travel by personal vehicle within Town and neighboring communities.
- Must be able to climb stairs, bend, and kneel, etc. during the course of conducting inspections and taking samples. There may be sustained periods of standing and walking on various terrain and surfaces and carrying of equipment.
- Possession of a valid driver's license.