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Please Post 3/16/17

## NOTICE OF VACANCY

DEPARTMENT: ASSESSOR'S OFFICE  
JOB CLASSIFICATION: PT ASSESSOR CLERK/DATA COLLECTOR  
SALARY RANGE: \$15.92/HOUR - \$19.37/HOUR  
HOURS: 25 HOUR REGULAR WORKWEEK

**BENEFITS:** VACATION: 50 hours after 1 year of continuous service depending on how many weeks worked in previous calendar year; 75 hours after 5 years; 100 hours after 10 years; 125 hours after 20 years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months employee will accumulate 30 hours and will be credited with 5 hours per month thereafter to a maximum of 900 hours. HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 Year Probationary Period

**TOWN OF HOLDEN**  
**Position Description**  
**FLSA: Non-Exempt**

Position Title: **Senior Assessor Clerk/Data Collector PT**

Department: Assessor's Office

Reports to: Principal Assessor

Date: March 2017

### **GENERAL SUMMARY:**

Responsible for clerical, administrative and technical work. Assists in preparing and entering information into Office Systems to ensure that real estate, personal property and excise bills are issued in a timely manner. Also conducts field inspecting and valuing real property, assisting the Principal Assessor and performing related office support functions; all other related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Assessor Clerk:**

- Responds to a variety of taxpayer and citizen inquiries, requests and complaints related to assessing
- Ability to communicate effectively with the public both verbally and in writing.
- Processes electronic excise files from the MA Registry and prepares tax commitments; processes excise tax abatements;
- Reconciles and closes out monthly accounts; prints reports;
- Prepares mailings for cyclical inspections and building permits;
- Aptitude for working with numbers and detail;
- Working knowledge of data processing applications and operation;
- Ability to prioritize tasks and meet deadlines.

**Data Collector:**

- Inspects building under construction and records status changes in order to update assessment records;
- Inspects real estate to observe, measure, and record the characteristics of the property which affect the valuation. May be responsible for translating the field data onto property record cards, making the necessary calculations and computations from cost and depreciation tables to determine the property's valuation;
- May enter the field data into computerized data base;
- Maintains a variety of records and field notes to support valuations. Takes photographs of property for use on field record cards;
- Assists the general public on questions about their assessments. Reviews property record cards with citizens to clarify or update data;
- Ability to operate a camera in order to photograph property for field records;
- Updates street listing by house number. Makes and distributes required copies. Checks and certifies lists of abutters;
- Reviews building permits for accuracy and establishes related files;
- Enters new real estate values on value cards.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs a variety of general office assistance duties to include preparing correspondence for Assessor and other department staff, filing, making photocopies, researching and pulling permits, cards, pay off information, and making appointments.
- Assists other office staff personnel to ensure efficient and timely service.
- Performs other related duties as assigned.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Duties require knowledge equivalent to completion of four years of high school. Knowledge of real estate laws, State and Town by-laws and statutes and one to two years of related experience would be helpful.

Ability to perform detailed work accurately and within deadlines.

Ability to prioritize tasks and deal effectively with interruptions.

Ability to communicate clearly and concisely with the public both verbally and in writing and to maintain effective customer/public relations.

Ability to understand, interpret and explain assessing procedures to citizens and to apply procedures and guidelines appropriately to a variety of situations.

Knowledge of computerized assessing systems or knowledge of computerized systems as they relate to assessing.

Valid MA Drivers License.

**SUPERVISORY RESPONSIBILITY:**

None.

**WORKING CONDITIONS:**

Normal office environment not subject to extremes in temperature, noise, etc.

Frequent interruptions to assist the public in-person and on the telephone.

May spend extended periods of time at computer terminal, at desk or operating other office equipment requiring eye-hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

While in the field, employee required to stand and walk over varying surfaces, including property in various states of construction.

Some physical exertion required to walk around construction sites and completed residences to measure property for field records. Environment involves moderate risks or discomforts which require normal safety precautions.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the American with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

CLOSING DATE FOR APPLICATIONS: March 31, 2017

**FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE  
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501  
Or visit [www.townofholdenma.gov](http://www.townofholdenma.gov)  
Employment Opportunities  
EQUAL OPPORTUNITY EMPLOYER  
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED**