

**Town of Halifax, Massachusetts
Draft Job Description**

Position Title:	Principal Assessor/ Appraiser	Grade Level:	
Department	Assessor	Date:	
Reports to:	Board of Assessors	FLSA Status	

Statement of Duties: The Principal Assessor is responsible for the performance of administrative, supervisory, and professional work in assisting the Board of Assessors to determine the full and fair cash value of all real and personal property for the purpose of levying a property tax in the Town of Halifax in accordance with the Department of Revenue guidelines and Mass General Laws. The employee is also responsible for the motor vehicle tax programs. Employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the Board of Assessors, working from municipal policies and objectives and in accordance with local, state and federal regulations and laws the employee is required to establish short and long-range department plans and objectives for a major department of the Town; establish department and employee performance standards and assumes direct accountability for department results. Consults with the Board of Assessors, Town Administrator and/or the Board of Selectmen where clarification, interpretation, or exception to municipal policy may be required. The employee exercises responsibility in the development of department operating and capital budgets and the recruitment and training of employees. The employee is expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility: The employee, as a regular and continuing part of the job, is accountable for the direct management of employees of the department including the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

The employee is responsible for the supervision of one (1) full-time employee, one (1) part-time employee and one (1) seasonal senior worker.. Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, Employees being supervised works at the same location and the same work shift.

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Confidentiality: In accordance with the State Public Records Law, the employee has regular access at the departmental level to a wide variety of confidential information, including official personnel records, law suits, as well as client and department records

Accountability: Duties include department level responsibility for technical processes, service delivery and fiscal responsibility for the department including staffing. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, cause adverse public relations, personal injury, extensive loss of municipal revenue and legal repercussions to the Town.

Judgment: Work is performed based on administrative or municipal policies, general principles, legislation, local Bylaws, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of the practical application of a variety of concepts, standard operating practices and specialized techniques relating to the technical field or property appraisal and assessment. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of a municipal office setting with exposure to outside elements such as traffic and weather conditions when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee may be required to work beyond normal business hours in order to attend evening meetings and to conduct field inspections.

Nature and Purpose of Public Contact: Employee has constant interaction with co-workers, the public, groups, and/or individuals such as civic leaders, peers from other municipalities, representatives of professional groups and the news media. The employee serves as a recognized authority of the department in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. The employee is required to discuss controversial matters where tact is required in order to avoid friction and to attempt to obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in a municipal office setting. The employee is exposed to occupational risks when required to conduct field inspections at construction sites or over rough terrain.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Performs varied routine to complex technical and information gathering work in the appraisal and assessment of taxable properties. Follows clearly prescribed practice involving straightforward application of rules and procedures.

Responsible for establishing and maintaining a fair and equitable town-wide property appraisal system; assesses value of property; keeps abreast of all new laws pertaining to real estate; plans and schedules work.

Views real and personal property, performing field measurements and property inspections; appraises residential properties using appropriate methods of appraisal.

Examines and evaluates new properties and additions to existing properties to determine fair market value and establish assessments. Analyzes type of construction, grading, other relative values in area and other pertinent factors; reviews available data, plans, costs, purchase price and makes physical inspection of property when required.

Processes abatements including automobile excise and exemptions for elderly, veterans and blind persons; processes deeds to compile necessary information for sales and ratio reports and makes necessary changes to appraisal cards; assists in the maintenance of necessary records; updates files from building permits and deeds for changes.

Compiles information and prepares reports as directed including monthly sales reports; processes tax exemption certificates.

Responsible for the coordination and timely completion of the tax rate setting process including the tax recapitulation sheet and all related documents.

Explains regulations and procedures to the general public; provides information to property owners, realtors, bank officials, loan companies and government agencies regarding property valuations; interprets tax laws and regulations affecting property valuation and tax assessment for taxpayers.

Prepares and manages department budget; has purchasing authority for the department and maintains records of departmental expenses.

Prepares agenda for and records minutes of each board meeting. Provides clerical services to the Board of Assessors relating to the daily office operations.

Researches and recommends procedures and methods to be used by the Board of Assessors and office for administration that promotes compliance with state regulations.

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Oversees the Town's tri-annual revaluation and interim adjustments of all real and personal property in the community

Provides information to the Board of Assessors in connection with real property values, estimates of market value changes, revised assessments, tax abatements, complaints, special requests, reports and priorities; attends meetings of town boards as required.

Supervises the maintenance of the assessor's maps; updates technical information and procedures.

Prepares tax rate documentation for State (DOR) certification; directs the program for compliance with the state-mandated revaluation of property in the Town of Halifax.

Responsible for creating new building plots and the assignment of house numbers and parcel identification numbers.

Responsible for the administration of 911 records.

Mails, reviews and enters all information from the Form of Lists that are returned each year. During a revaluation year, oversees the collection of personal property data and enters all information collected from inspections in to the department's database base software system.

Prepares, presents and is responsible for the administration of the department's operating budget.

Studies real estate market conditions and changes,, analyzes deeds to be sure they are "arms length" transactions, tracks building permits, logs lot splits, zoning changes etc to determine trends and changes in property values.

Prepares reports for the State Department of Revenue (DOR) as required.

Responsible for the preparation and processing of septic betterment billing.

On behalf of the Town, testifies at Appellate Tax Board; negotiates payment in lieu of taxes (PILOT) on behalf of the Board of Selectmen.

Attends training programs and seminars in order to maintain certification requirements and to stay up-to-date regarding property valuation techniques and practices as well as changes to applicable State laws.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree or an equivalent master craftsman level of trade knowledge in Business Administration, Finance, or a related field; a minimum of five to seven (5-7) years of related work experience, supplemented by training and experience in current principles of property assessment is preferred; or any equivalent combination of education,

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training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must possess or have the ability to obtain certification as Massachusetts Accredited Assessor (MAA) within one (1) year of appointment; valid Class D Motor Vehicle Drivers License. As a condition of employment, the employee must be CORI certified.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of current real and personal property assessment or valuation practices and procedures and the Massachusetts municipal real and personal property tax laws including various kinds of tax relief; working knowledge of property assessment and taxation standard operating techniques and practices using technology such as Computer Assisted Mass Appraisal (CAMA) software programs; knowledge of GIS applications. Working knowledge of the Internet and office software (i.e. word processing, database management and spread sheet applications), as well as other land appraisal specialized software technology in support of department operations. Knowledge of Town geography and Town landmarks.

Abilities: Ability to deal with the disgruntled members of the public including the elderly in a diplomatic and efficient manner; ability to communicate clearly and concisely orally and in writing; ability to organize time and work independently as well as maintain confidential information; statistical and analytical ability; ability to interpret and apply various tax and appraisal laws. Ability to use specialized appraisal software in support of department operations in a consistent, comprehensive, and impartial manner..

Skill: Proficient organizational skills; excellent data processing skills including use of personal computers and office software including word processing, database management and spreadsheet applications; proficient skill in reading and interpreting maps and building construction plans.

Physical and Mental 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 position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain when conducting field inspections, or standing or walking most of the work period. Occasionally, the employee is required to lift department office equipment and supplies.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination in order to stretch, reach, or retrieve department materials. Examples include but are not limited to operating a motor vehicle or a personal computer.

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Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.