

Job Description for Members of the Board of Assessors

Hours: 9 to 12 noon Saturdays throughout the year plus approximately 5 hours per week in the field, at home or in the Assessors office during Spring, Summer and Fall.

Salary: as determined at annual town meeting.

Minimum Educational Requirements: Satisfactory completion of Course 101, Assessment Administration: Law, Procedures and Valuation; Massachusetts Dept. of Revenue, Division of Local Services.

Required Personal Skill Sets: Facility with PC and Macintosh computer programs, highly developed interpersonal, organizational and communication skills, ability to comprehend, use and administer the complex real estate and personal property tax regulations.

Job Skill Development: On the job mastery of the complex mass assessing programs (AssessPro, v.4.5; Query Manager, v.1) with the assistance of telephone technical support. Additional courses are recommended during tenure as a member of the Board. These courses are offer annually during the summers by the DLS of the DOR.

Supervision: As elected officials, the Board members answer to the Town's People of Monterey. Nonetheless, the Department of Revenue guides and approves their assessing processes and policies.

Responsibilities:

- Interact with the Town's People and answer their questions or complaints about the Real Estate Taxation process.
- Work in the field to develop the data sets necessary for calculating the "Fair Market Value" of real estate with the AssessPro software.
- Administer the tax abatement process for eligible veterans and seniors, for those with land in Chapter 16 Programs, and for those who have been assessed incorrectly.
- Appear when necessary at the Appellate Tax Board (ATB) hearing to defend our taxation processes when they are disputed.
- Develop a good working relationship with the numerous offices in the Division of Local Services, DOR in order to facilitate the efficient completion of our assessment tasks.
- Develop maps and diagrams that describe the assessing neighborhoods, zoning areas, and the properties owned by the Commonwealth or other tax abated areas.
- Develop and periodically update the materials and data displayed on the assessor's web pages.

- Develop and update a written set of Real Estate Assessment Policies and Standards for the Town of Monterey.
- Direct and counsel the assistant assessor.