

Title: Principal Assessor

Salary: Part time salaried position. Actual salary is authorized annually by Town Meeting.

Benefits: Not required at this time.

Education Requirements:

- 1) Successful completion of the required course, Assessment Law, Procedures and Valuation
- 2) Successful completion of Course Level 200
- 3) Successful completion of Course 1 – Cost Approach  
Course 2 – Sales Approach  
Course 3 – Income Approach  
Course IAAO- Fundamentals of Assessment Ratio/Sales Studies

Position Responsibilities:

- 1) Updating and interaction with the elected Board of Assessors, regarding all changes with Commonwealth requirements about property valuations. Updating all town wide projects for current and future Revaluations (on-going).
- 2) All property assessments; requires constant field review and updating of assessment database to produce an annual tax file.
- 3) Follow-up on all permits issued by the Building Department, new construction, repairs and renovations all affecting individual property valuations. Visit properties incrementally through-out the build period, adjusting values accordingly. Needed to arrive at a final value, including the C/O.
- 4) Co-ordinate with all software providers, Patriot Properties, Cartographic Associates, Point Software, Commonwealth of Massachusetts GIS system and Esri, in order to maintain the various databases within system and on-line.
- 5) Maintain constant dialog with the Department of Revenue and Bureau of Local Assessments, including all interim and Tri-annual Revaluations.
- 6) Meet with all property owners upon their request in to review their individual assessments.
- 7) Field Work:
  - A) Field Review, measure and list, photograph of properties, to record individual changes. This would include work with building permits, owner request for inspections and normal up-dating of data.
  - B) Interim/Tri Annual Revaluation, Act on all directives set forth from the State, may include field reviews and special reviews.
  - C) Required during the Tri-Annual Review, inspection of every 100 Class property in the township.
  - D) Required for the DOR/BLA a full statistical analysis of annual/bi-annual sales data.
  - E) Filing of complete ReCap, including collating all data forms all other departments in order to set the tax rate.

- F) Creating a Legal Tax File for the billing and collecting of quarterly taxes due. Coordinate with the Tax Collector and Town Account in preparation of creating the annual tax bills.