

JOB POSTING

PRINCIPAL ASSESSOR

Town of Millbury

The Town of Millbury seeks qualified applicants for full-time benefitted position of Principal Assessor in the Assessors' Office, starting July 1, 2019. Normal work week is Monday through Friday with hours subject to assignment through the Finance Director. Attendance at Board of Assessors meeting is required. Work may be performed outside and inside the office and in inclement conditions. **Essential functions include but not limited to:** Managing and performing appraisals of residential, commercial, industrial and personal properties. Tracking building permits; listing, measuring, and inspecting properties to verify accuracy of assessment data. Assists with the development and oversees the computerized data to meet state mandated certification standards in accordance with the Department of Revenue regulations and Massachusetts General Laws. Prepares classification hearing documents for presentation for Tax Classification Hearing, works with Finance Director to prepare Recapitulation Reports for annual certification of tax rates and Revaluation Consultants to certify annually values statistically acceptable to the Division of Local Services. Supervises staff and contractors, critiques abatement and exemption requests as well as negotiates settlements of outstanding tax appeals. Performs all other related work as required. **Minimum Qualifications:** Bachelor Degree with 3 years professional experience in assessment administration, real estate appraisal or related business experience; or equivalent combination of education and experience. Demonstrated ability to read deeds and plans. Must have a valid driver's license. Applicants should also have excellent customer service and communication skills. Massachusetts Accredited Assessor (MAA) designation within one (1) year of hiring. **Preferred Qualifications:** Massachusetts Accredited Assessor (MAA) designation. Computer skills with Microsoft Word and Excel and familiarity with the Vision C.A.M.A. system preferred. All applicants must pass a criminal background/CORI check and a pre-employment physical including drug testing. **Starting Salary Range:** \$64,000 - \$72,000 Resumes will be accepted until position filled: Director of Human Resources, 127 Elm Street, Millbury, MA 01527. AA/EOE February 5, 2019