

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

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<b><u>POSITION:</u></b>	<b><u>Chief Assessor</u></b>	<b>#J2024 – 0016 Posted 10/23/24</b>
<b><u>DEPARTMENT:</u></b>	Assessor	<b>Posting Removal: 11/06/24</b>
<b><u>HOURS OF WORK:</u></b>	Full-time (35 hours/weekly) Monday, Tuesday, and Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM. (Nights and weekends as needed or directed)	
<b><u>SALARY:</u></b>	<b>Non - Union CAF-19 (\$2,126.16- \$2,486.42 weekly)</b>	

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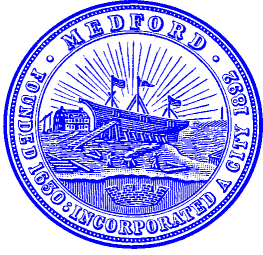
## **BASIC FUNCTION:**

The Chief Assessor is responsible for the quinquennial and interim certification of all real and personal property, as well as responsible for the administration of the motor vehicle excise tax, and statutory tax exemption programs, as well as for working with City officials to set the annual tax rate. This position performs highly technical, analytical, and complex work in the appraisal of property in accordance with state and local statutes and regulations.

**SUPERVISION:** Works under the general direction of the Finance Director/Auditor and the Mayor. Oversees staff that typically include Assistant Assessor, Supervisor of Data, and Administrative Assessor as well as appraisal vendors.

## **RESPONSIBILITIES:** ([SEE FULL JOB DESCRIPTION](#))

- Responsible for the oversight and management of the Assessing Office which includes conducting the appraisal analysis necessary to annually produce new assessed values for all types of real and personal property, in accordance with DOR regulations.
- Implement a cyclical property re-inspection program and prepare quinquennial certification of property values for the State Department of Revenue.
- Meets with taxpayers and their representatives' concerning questions of valuation, assessment, abatement and exemption, and policy.
- Represents the Assessor Board at hearings before the Appellate Tax Board, District and Superior Courts.
- Assesses and administers motor vehicle excise tax program.
- Prepares all statistical analyses, reports, and forms required to carry out the duties of the Assessing Department, including preparation of reports and forms associated with setting the annual tax rate in a timely manner.
- Appraises property as appropriate according to market, replacement cost, and capitalization of income approaches to value.
- Examine deeds, maps, building plans, permits, and market data for the purpose of obtaining real estate market data and locating all taxable and tax-exempt property.
- Conducts inspections of property as necessary and appropriate.
- Works with the Auditor and other department heads, produces the annual Tax Recapitulation Sheet that determines the annual tax levy and sets the tax rate.



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## **EDUCATION & EXPERIENCE:**

Minimum:

- Bachelor's Degree in Business, Finance, Economics, or related field.
- At least Five (5) years of progressive responsibility experience as an assessor or property appraiser or in a related field.

Preferred:

- Massachusetts Assessor Certification (MAA, RMS, CMA) or completion of assessing courses offered by the Massachusetts Association of Assessors or International Association of Assessing Officers.

## **License and Certifications**

- In accordance with the Department of Revenue regulations (830 CNR), any person who is elected or appointed as an assessor is required to complete the basic course of training and pass the examination prepared by the State Revenue Commissioner within two years following election or appointment, except as otherwise provided for in the statute.
- Must obtain state certifications of Massachusetts Accredited Assessor (MAA) within one year of appointment. Must maintain MAA certification through continuing education during time of employment.

**KNOWLEDGE, SKILLS & ABILITIES:** ([SEE FULL JOB DESCRIPTION](#))

**PHYSICAL REQUIREMENT:** ([SEE FULL JOB DESCRIPTION](#))

**WORK ENVIRONMENT:** ([SEE FULL JOB DESCRIPTION](#))

**ADDRESS ALL COVER LETTERS AND RESUMES TO  
Human Resources Department  
City of Medford – Room 204  
85 George P. Hassett Drive  
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to  
[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**