



Medford

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

<u>POSITION:</u>	<u>Assistant Assessor</u>	#J2025 – 0018 Posted 4/15/25
<u>DEPARTMENT:</u>	Assessor's Office	Posting Removal: 4/29/25
<u>HOURS OF WORK:</u>	Full-Time 35 hours: Monday, Tuesday, Thursday 8:30 am - 4:30 pm, Wednesday 8:30 am - 7:30 pm, Friday 8:30 am - 12:30 pm	
<u>SALARY:</u>	Non-Union CAF 12 (\$1,434.98 - 1,677.01 /weekly)	

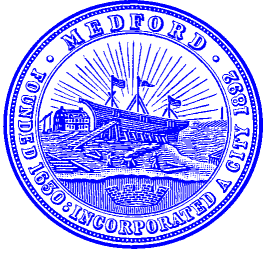
BASIC FUNCTION:

The Assistant Assessor performs routine to complex technical work involved in appraising and examining all types of real property for assessment purposes to Mass Appraisal Standards using technical judgment and knowledge of state and local laws, regulations and guidelines, and the policies of the Board of Assessors. The Assistant Assessor has access to, and must exercise discretion regarding, confidential and sensitive information. Errors could result in loss of revenue due to late tax billing, significant delays or loss of services, adverse public relations, and/or legal repercussions.

SUPERVISION: Works under the direct supervision of the City's Chief Assessor and assists in the supervision of clerical and appraisal vendor employees on a regular basis.

RESPONSIBILITIES:

- Assists the City's Chief Assessor in the performance of all assessing functions required by Massachusetts General Laws and as required by local law, policies, and procedures. Determines market values of property by using appropriate appraisal techniques. Conducts research on real property when necessary to obtain additional valuation data and to locate all taxable property. Performs field measurements and inspections of residential and commercial buildings and property, including but not limited to new and incomplete construction, additions, alterations, and demolition.
- Oversee third-party vendors inspecting the location of new businesses to determine the values of taxable personal property, such as office equipment and machinery.
- Provides information to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions.
- Investigates requests for abatements and exemptions of property tax and provides assistance to the Board of Assessors in connection with abatement and exemption applications.
- Under the direction of the City's Chief Assessor, assists in the commitment of real estate, personal property, motor vehicle, special assessment tax bills, and delinquent municipal charges to the Tax Collector.
- Assists and provides aid to taxpayers of the City concerning motor vehicle excise, boat excise, real estate, and personal property taxes.
- Provides information and assistance in person, on the telephone, and in writing to property owners and others regarding the municipality's assessment policies and procedures, the determination of property assessments, statutory exemptions, and overvaluation abatements.
- Receives, processes, and validates applications for statutory exemptions and overvaluation abatement applications.
- Prepares, processes, and tracks all real estate tax deferral applications including the recording at the Registry of Deeds.
- Assists the City's Chief Assessor with the computation, alterations, additions and/or deletions to all property records. Assists with the maintenance of a variety of department records. Prepares department's bill warrants and updates budget in an excel spreadsheet. Prepares lists of abutters for various boards and officials requiring such lists. Communicates with other employees within the department and in other municipal departments.
- Maintains contact with property owners, developers, attorneys, engineers, bank officials, real estate professionals, and State officials to obtain or provide assistance, resolve operating problems, and coordinate work efforts of supporting staff and consultants.



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- Performs other related duties as required.

EDUCATION & EXPERIENCE:

Minimum Entrance Requirement:

- Bachelor's Degree in Business Administration, Economics, Real Estate, or related field.
- Applicants must have at least two (2) years of related experience assessing, appraising, or in a related field.

Preferred:

- Familiarity with Vision Appraisal CAMA Software or similar software.
- Massachusetts Assessor Certification (MAA, RMS, CMA) or completion of assessing courses offered by the Massachusetts Association of Assessors or International Association of Assessing Officers.
- Experience in a Massachusetts municipal setting preferred or any equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities to perform the essential functions of the job.

LICENSE REQUIREMENT:

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. Additionally, the pursuit of a certificate in Municipal Assessing, such as the Massachusetts Accredited Assessor (MAA) is required within three years of appointment.

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 a cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – 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.