

TOWN OF MEDWAY

JOB POSTING

DATA COLLECTOR ASSESSORS DEPARTMENT

The Town of Medway, Assessor's Department, seeks qualified candidates for the position of Data Collector.

Responsibilities: Inspects real and personal property for assessment purposes, updates values as necessary. Completes related on-site inspections and updates department assessment system for value and informational verification. Maintains and updates detailed and accurate files of department records including but not limited to property inspections, building permits, and public record verifications.

Attends counter or reception desk; answer inquiries of a routine nature; under the direction of the Principal Assessor explains appropriate procedures, regulations, or guidelines based on office functions, programs, or operations of the department.

Assists in the valuation of all real and personal property to determine the fair and full market value including the verification of property documentation, both exterior and interior physical information; assists in the completion of triennial recertification program. Implements updated information for the use in the CAMA system to establish taxable values from new and changed real property utilizing all three of the recognized valuation methods.

Qualifications: Associate degree or equivalent work experience, Real Estate Appraisal License, and/or special training or experience in appraisal and assessment practices desired. Three (3) years of experience in real estate or the appraisal field preferred. Valid Massachusetts Driver's License required; Obtaining the designation of Massachusetts Accredited Assessor will be required.

Please email your cover letter and resume to: kbird@townofmedway.org
or send to: Human Resource Coordinator, 155 Village St. Medway, MA 02053

Date of Posting: May 10, 2022
Salary: Grade 8, \$25.31/hr - \$33.32/hr
Closing Date: May 20, 2022