



**Assessor's Office**  
**Full-Time Position**  
**Assessor**  
**Job Posting - March 1, 2022**  
**Job Closing - March 15, 2022**

**Position Purpose:**

In accordance with guidelines established by the Board of Assessors and in compliance with Massachusetts General Laws, accountable for determining the total value of all real and personal property within the City. This position is responsible for assisting the Chief Assessor with the valuation and taxation of all real and personal property within the city following the direction of Massachusetts General laws on local taxation. This position requires thorough knowledge of principles of property valuation and assessment with regards to assessing residential, commercial, and personal property.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Perform field inspection to obtain sufficient data on new and remodeled residential, business, and commercial properties in order to determine value of both land and buildings.
- Prepare reports, lists, and statistical information as required for City records and Division of Revenue requirements and ensure timely filing.
- Confer with property owners, private appraisers, engineers, attorneys, trustees, bank officials, and corporate tax representatives regarding the assessed or assessable values on the properties.
- Responsible for maintaining a variety of office records, charts, maps, applications for abatements and exemptions, assessment laws, and other regulatory matters.
- Administer the business activities of the office in matters and transactions regarding all real estate and property records, assessments, revisions, accounting, abatements, betterments, and motor vehicle excise taxes.
- Responsible for the classification of all properties, compiling data for the preparation of all necessary forms to determine percentages of tax liability for each class.
- Responsible for gathering all information and for preparing all necessary forms required for determination of the tax rate.
- Accountable for maintaining fair-market value of all properties and for updating these values every five (5) years as provided by Massachusetts statute.
- Accountable for providing all the necessary up-to-date information for generating the real and personal property bills bi-yearly.
- Interface with and maintain harmonious working relationships with other department personnel in carrying out assignments.
- Attend department head management meetings, establish close liaison with the Department of Revenue, Massachusetts Association of Assessing Officers.
- Measure and list and inspect residential and commercial property and personal property
- Sketching of properties.
- Analyzing and inspecting sales data.
- Research deed and ownership issues, review plans and maps.
- Create parcel splits and new parcels within the Patriot Cama system.
- Work with valuation companies and vendors to help prepare year end values and tax rolls for billing.
- Establish and maintain effective working relationships with employees and other departments and local officials
- Assist clerical staff in answering phone, waiting on counter, motor vehicle abatements, statutory exemptions etc.
- Perform other related duties as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Equivalent to a Bachelor's Degree in Business, Accounting, or Mathematics, plus certification by Massachusetts Department of Revenue; professional designation of M.A.A. or C.M.A. At least three years of real estate experience including appraisal experience or equivalent experience. Possession of a valid motor vehicle operator's license and dependable vehicle.

**Knowledge, Ability and Skill:**

**Knowledge:**

Intensive knowledge of assessing property both real and personal; assessors municipal functions; Massachusetts General Laws regarding local taxation and preferred knowledge of Patriot cama system and Munis.

**Ability:**

Strong analytical ability; effectively communicating with the taxpayers, city council and general public by conveying concise and accurate explanations of policies, procedures and requirements and ability to work independently.

**Skill:**

Excellent organizational skills and ability to manage multiple projects simultaneously

**Work Environment:**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. Work environment is broad-ranged beyond the office and includes various indoors and outdoors activities. Incumbent may be required to work beyond normal business hours to attend evening meetings.

**Supervision:**

*Supervision Scope:* Performs all operational duties under very little supervision. Must exercise independent judgment on a daily basis.

*Supervision Given:* In the absence of the Chief Assessor, supervise and review the work of subordinate office staff to ensure effective work flow, continuity of operations, and maintenance of established work standards. Supervise one Assistant Assessor and one Clerk.

**Independent Action:**

In accordance with established guidelines, all decisions are made by the Board within the confines of Massachusetts General Laws.

**Employment Status & Hours:** Regular Full Time, Generally, Monday – Friday, 8:30 a.m. to 4:30 p.m. This may include but is not limited to evening meetings.

**Fair Labor Standards Act (FLSA) Status:** Exempt

**Pay Rate:** \$53,351.00 - \$73,329.00/annually

**Employee Benefits:** Health, Dental, Life & Short-Term Disability Insurance and Flexible Spending Account (FSA)

To apply, please send resume & letter of interest to: [Personnel@holyoke.org](mailto:Personnel@holyoke.org)

**The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.**

**Bilingual applicants are especially encouraged to apply.**

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**