



TOWN OF NORTHBOROUGH

63 Main Street
Northborough, MA 01532-1994
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EMPLOYMENT OPPORTUNITY DATA COLLECTOR, ASSESSOR'S OFFICE MAY 12, 2021

The Town of Northborough seeks applicants for the full-time, Grade D position of Data Collector. Under direction of the Principal Assessor, performs technical and administrative work in supporting the operation of the Assessor's Department; all other related work as required. Includes the administration and documentation of all real estate tax and property value assessments of the town, excise tax assessments, tax abatement and exemption applications, betterments, record keeping and statistical reporting.

Successful candidates will be highly organized and have experience in field of assessing. Position requires knowledge of Massachusetts' laws related to municipal finance and property assessment for tax purposes. Candidates should have some knowledge of mapping procedures and the principals and various techniques of real property appraisal. Requires a bachelor's degree and 1-3 years' experience or similar, or any equivalent combination of education and experience. Must completed Massachusetts DLS Course 101 within 6 months of hire and acquire Massachusetts Accredited Assessor Designation or Residential Massachusetts Assessor or International Association of Assessing Officers designation within 3 years from date of hire. Anticipated hiring range: \$28.68 – 32.99 per hour, with comprehensive benefits, DOQ. Candidate must be a non-smoker per the union contract.

Please submit a cover letter and resume to Town Administrator, 63 Main Street, Northborough, MA 01532 or email to townadmin@town.northborough.ma.us. Position open until filled. First review of applications to occur on 6/2/2021. AA/EOE