

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Data Collector	DATE:	5/1/2021
DEPARTMENT:	Assessor's Office	GRADE:	D
REPORTS TO:	Principal Assessor		

SUMMARY

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. Plans and coordinates the activities and operations of the Assessor's Office with other divisions, outside agencies and the general public and provides highly responsible and complex staff assistance to the Principal Assessor and Board of Assessors.

ESSENTIAL FUNCTIONS

Inspect all types of real and personal property, takes measurements, notes conditions of property and makes additions and revisions as necessary to reflect accurate information in the public records of the town.

Receives data and information the Assessor's use in analyzing the real estate market, enters information into computer and creates reports and statistics.

Receives and maintains building permits for inspection purposes and enters information on property records. Assists with creation and analysis of reports for annual revaluation. Assists in preparation and defense of values for cases before the Appellate Tax Board.

Establishes and maintains good public relations with property owners, coworkers and other members of the public. Explains appraisal methods and techniques to the general public as well as assists with questions and problems when necessary.

Assists property owners in applying for forms of list for chapter land, personal property, 3ABC, and PILOT. Explains documents required and deadlines; reviews for completeness. Processes information to create accurate tax records, process betterments, records and releases registry liens, calculates rollback taxes; may provide materials for meetings.

Research, analyze and process property assessment transactions, including deeds, trusts, and recorded plans to determine ownership. Edit parcel maps and resolve mapping issues.

Process motor vehicle abatements, commitments, and recommitments.

Assists in maintaining all department files and records.

Works on special projects; performs similar or related work as directed, required, or as the situation dictates.

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SECONDARY RESPONSIBILITIES

- Prepare department's accounts payable and payroll for processing.
- Attend courses and training to remain current on procedures and legislation that have impact on the Assessor's Office and functions.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires a bachelor's degree and 1–3-years' experience as an appraiser or similar, or any equivalent combination of education and experience. Must complete Massachusetts DLS Course 101 within six months of hire.

Massachusetts Accredited Assessor Designation and/or Residential Massachusetts Assessor and/or International Association of Assessing Officers designation required within 3 years from date of hire.

Requires valid Class D motor vehicle license.

Minimum Knowledge, Skills and Abilities

Requires knowledge of Massachusetts' laws relating to municipal finance and property assessment for tax purposes. Requires working knowledge of applications and maintenance of computerized Massachusetts appraisal systems. Requires knowledge of mapping procedures. Requires knowledge of the principles and various techniques of real property appraisal.

Requires knowledge of office procedures, accounting and bookkeeping.

Proficiency with computer software applications required, including word-processing and spreadsheets. Requires solid typing skills, accurate data-entry and recordkeeping skills. Position requires strong attention to detail and organization/time management skills.

Effective customer service and communication skills are required to address a wide-ranging public audience. Contacts require courtesy, tact and diplomacy to resolve issues.

Requires the ability to work independently.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- thorough understanding of Massachusetts General Laws as they pertain to property assessment and municipal finance for tax purposes and Town By-laws,
- proficiency in the department's specific software applications, including mapping and permitting; PATRIOT database (or other assessing database software); and financial billing software,
- thorough knowledge of the operations of the Assessor's office, with specialized knowledge of inspection services for the permitting process and planning and zoning to remain current on developments that have impacts on the office's activities.

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Tools and Equipment Used

The employee is required to use a personal computer, general office equipment, electronic tape measure, digital camera, and engineering copier. The employee is required to operate a Class D motorized vehicle.

Physical Demands

Work is a combination of office and fieldwork, requiring frequent standing and walking over varying surfaces, including property in various stages of construction. Some physical exertion required to walk around construction sites in the process of measuring, listing and appraising property. Environment involves moderate risks and discomforts which require normal safety precautions. Ability to maneuver stairs and uneven terrain for field inspections during all types of weather conditions. Requires reaching with hands and arms, stand, walk and use hands to finger, handle, feel or operate objects tools or controls. Specific vision abilities required by this job include vision, distance vision peripheral vision and ability to adjust focus.

Work Environment

The work environment characteristics described here represent those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in both in an office setting with a high volume of public traffic, and in the field. Work in the field includes access to construction sites in various stages of development, which may occasionally be hazardous.