



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING **ASSESSOR'S OFFICE**

Job Title: Assistant Assessor/Data Collector

Location: City Hall, 24 Lowell Street, Peabody, MA 01960

Schedule: Full Time, 32.5 hours per week, Monday through Wednesday 8:30 AM – 4:00 PM,
Thursday 8:30 AM – 7:00 PM, Friday 8:30 AM – 12:30 PM
Additional hours may be required.

Pay: DOQ \$48,500.00 - \$53,561.00 (maximum)

Summary:

Reporting directly to the Assessor, or his/her designee, the Assistant Assessor/Data Collector performs a variety of duties related to examining and appraising real property for tax assessment purposes. Position handles property inspections, performs detail oriented data entry; and performs various projects for the Assessor.

Essential Duties and Responsibilities (These duties are a general summary and not all inclusive, other duties may be assigned):

- Responsible for residential property inspections and a full range of clerical duties associated with the operation of the Assessor's Office.
- Inspecting property for cyclical inspection program.
- Collecting and maintaining inventory of all real property.
- Measuring, photographing and listing all classes of real estate.
- Responsible for performing building permit inspections.
- Detail oriented data entry.
- Statistical analysis.
- Handling confidential documents, customer service, and excise abatements.
- Other duties as assigned.

Qualifications: (Full statement of qualifications available at the Human Resources Department.)

Associates degree or one to two years related experience and/or training required; or equivalent combination of education and experience considered. The successful applicant must hold an M.A.A. designation or be able to complete the courses required to achieve this within three years. Demonstrated experience with and ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Excellent computer skills required, including demonstrated proficiency in Microsoft Office. Working knowledge of IASWorld CAMA appraisal software and AUC financial software is desired. Two to four years of experience in a municipal assessor's office preferred. Valid driver's license is required. Knowledge of accepted municipal assessing practices; Massachusetts tax statutes, regulations, policies and procedure. Ability to maintain strict confidentiality. Ability to add, subtract, multiply and divide all units of measure using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions, and percentages. Must be a self-starter able to work independently, ability to multitask and prioritize complex, time-sensitive issues. Excellent customer service skills a must.

Posting Date: June 1, 2017

Qualified candidates please apply by 12:30 PM on Friday, June 16, 2017. Please apply by submitting a resume and cover letter to the Human Resources Department at City Hall, 24 Lowell Street, Peabody, MA 01960; via email to ctrombley@peabody-ma.gov; or by fax 978-538-5982. The City of Peabody is an EOE.