



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

June 19, 2017

**JOB # 2017-018
ROOM 306
HUMAN RESOURCES**

PLEASE POST ANTICIPATED OPENING

POSITION: **ASSESSOR**
Assessor's Office

HOURS OF WORK: **Monday – Friday, 8AM-4PM**

SALARY: **\$65,636 - \$76,906 per year**
(According to Administrative/Professional positions salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:


Full-time professional, technical and supervisory position that is responsible for the administration of the City's property appraisal systems. Responsible for the management of all municipal tax assessment activities as required by state statutes, case law, city ordinances and directives from the Department of Revenue and Commonwealth of Massachusetts.

Duties include performing highly responsible functions of a technical nature requiring considerable judgment in the analysis and determination of property values. Administers the general business activities of the Assessor's office.

Perform additional duties as assigned. The duties listed above 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.

QUALIFICATIONS NEEDED:

Bachelor's degree in business or public administration, finance or related field; Master's degree preferred. Requires two (2) years' experience in a municipal assessing position in the Commonwealth of Massachusetts; or three (3) years' experience in a municipal assessing position in a municipal assessing position out of Massachusetts; or five (5) years' experience in real estate appraisal and valuation of property for property tax purposes in accordance with modern assessment principles. MAA designation preferred.

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Knowledge of the Massachusetts General Laws relating to the assessment of property and the levying of taxes. Knowledge of assessment administration and municipal finance. Ability to establish and maintain cooperative working relations with the public and to resolve difficult customer service complaints. Ability to maintain overview of detailed and accurate records using data process. Ability to compute using various statistical methods. Ability to work a computer on a daily basis. Ability to accurately appraise real and personal property.

Excellent interpersonal skills and the skill to communicate clearly. Strong problem solving and analytical skills. Aptitude for working with statistical methods, databases and details.

PHYSICAL REQUIREMENTS:

Moderate physical effort is required to perform duties. May lift and/or move objects weighing up to 10 pounds such as books, equipment, supplies. May spend a majority of shift walking or standing, required to stoop, kneel, climb and/or crawl while performing field work. Operates a keyboard at an efficient speed. Vision and hearing at or correctable to normal ranges. Physical ability to operate a motor vehicle.

Position will also consist of sedentary periods while working on a computer. Ability to walk or stand continuously to service the public will also be a necessity. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2017-018 WHEN APPLYING ONLINE.