



**TOWN OF BELMONT
EMPLOYMENT OPPORTUNITY
SEIU JOB POSTING**

**ASSESSMENT TECHNICIAN
OFFICE OF THE BOARD OF ASSESSORS**

The Town of Belmont is now accepting applications for this Full Time Position.

Provides technical assessment and administrative support under the direction of the Assessing Administrator. Will evaluate and analyze deeds; make determinations regarding legal ownership, subdivision changes and sale validity; process deed changes into Computer Assisted Mass Appraisal (CAMA) System; research and make decisions on probate filings; research legal title history; research title references at Registry of Deeds and Probate Court, including plans; records ownership changes to assessors file; research and validate mailing addresses; transcribe deed information to assessors database; and analyze and audit sales reports. Maintain motor vehicle excise commitments. Counsel taxpayers regarding tax information, exemptions and abatement applications. Analyzes and compiles lien reports, and betterments and commitments. Perform general administrative functions; review and prepare weekly invoices for Board of Assessors. Review and prepare final minutes of Board of Assessors meetings; process and post agendas for meetings. Analyze and enter building permit information.

This is a benefit eligible position and the pay range in the SEIU union is a Grade 7 with an hourly range of \$21.75 - \$26.05, 40 hours weekly.

A High school diploma or equivalent is required, with vocational/technical training in Assessment or a related field with three years of real estate or personal property experience or any equivalent. Must be proficient in Microsoft Office.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of April 1st, 2016.

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