



# Town of Belmont

## Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

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### **Assessment Assistant**

**Board of Assessors**

**Starting Salary Rate: \$25.41**

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **September 23, 2016**.

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The Town of Belmont seeks qualified applicants for the position of Assessment Assistant with the Town's Board of Assessors. Duties include performing technical assessment functions, evaluating and analyzing deeds, processing deed changes into the Computer Assisted Mass Appraisal (CAMA) System, providing assistance and support of contractors involved in the data collection processes, maintaining motor vehicle excise abatements, counseling taxpayers regarding tax information, responding to questions from the public, performing limited-cyclical inspections and overall maintenance of Town-owned and exempt property and responding to requests for public information available in the assessor's records. Performs other duties as assigned or required.

Requires a minimum of an Associate's degree and technical training in Assessment or a related field with three years of real estate or personal property experience, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Must complete IAAO – Fundamentals of Real Property Appraisal (or MAAO equivalent) and the Massachusetts Department of Revenues Assessment Administration Course 101 within two (2) years of employment. Competent knowledge of Microsoft Word, Microsoft Excel, Microsoft Access Database, basic HTML and basic Website Design and familiarity with ODBC connections.

The starting hourly salary rate for this position is \$25.41. As a full-time position, this position qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, as well as paid vacation, sick, holiday and personnel days.

Resumes with the required Town of Belmont Application will be accepted by the Human Resources Department by email at [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), by fax at (617) 993-2741 or in person or by mail at the Town of Belmont – Human Resources Department 455 Concord Avenue, Floor 2F, Belmont, Massachusetts 02478 by the closing date of **September 23, 2016**.

The Town of Belmont is Equal Opportunity Employer



## Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Both full-time and part-time positions require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)