



# Town of Belmont

## Employment Opportunity

### Assistant Assessing Administrator Office of the Town Assessor

SEIU Union - Salary Range: \$70,384.58 – \$84,712.90

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 **August 19, 2020**

The purpose of this position is to oversee, supervise and coordinate administrative and technical functions of the Assessor's office under the direction of the Assessing Administrator, operating under the policy direction of the elected Board of Assessors.

**The Assistant Assessing Administrator supports the Assessing Department in the following duties:**

- Plans, coordinates, assigns and directs the work activities of the office staff.
- Assists the Assessing Administrator in developing and implementing policies and procedures for the efficient administration of the office.
- Represents the department in the Assessing Administrator's absence.
- Supervises tax exemption and abatement process; assists taxpayers. Reviews petitions from Appellate Tax Board .
- Processes trusts, recording of tax liens, tax deferral final payments; coordinates legal forms needed for placing/releasing of betterment and deferral liens.
- Maintains CAMA system, and trains staff in computer software. Creates various special reports. Completes Department of Revenue report.
- Attends and participates in department and other meetings as required. Maintains personal property records and reviews changes.
- Maintains knowledge of property assessment administration, rules and regulations; accounting methods; and computer software.

A Complete Job Description is available at the Human Resources Department by request.

Associate degree in business, finance or related field; minimum of three years' experience assessing or appraising real estate, prior supervisory experience preferred, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Familiarity with CAMA and MUNIS systems and the DOR Gateway website, Windows and Microsoft Office programs. Massachusetts Certified Appraiser and/or Massachusetts Accredited Assessor (MAA) designation, or IAAO equivalent preferred. Knowledge of statutory policies and procedures, including familiarity with Massachusetts laws pertaining to ad valorem taxation, motor vehicle excise administration, and personal and charitable exemption programs.

Resumes, with the required Town of Belmont application accepted at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax (617) 993-2741 by the closing date of **August 19, 2020**.

The Town of Belmont is an 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. Certain positions will also 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)