



OFFICE OF HUMAN RESOURCES  
**TOWN OF NORWELL**  
345 Main Street, Norwell, MA 02061  
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**PUBLIC POSTING FOR FULL-TIME POSITION OF PRINCIPAL ASSESSOR**

February 12, 2020

Position:	Department:	Affiliation:	FLSA Status:	Benefits:
Principal Assessor	Assessor/Appraiser	Personal Contract	Exempt	Eligible
<b>Reports To:</b> Board of Assessors, Town Administrator, Finance Director/Town Accountant (As described under Supervision Received/Given)				
<b>Work Schedule:</b> Monday/Tuesday:8am-4:15pm, Wednesday:8am-7:30pm, Thursday:8am-4pm, Friday:8am-Noon				
<b>Work Week:</b> 37.5 hours; additional hours may be required to attend Board/Committee/Town meetings.				
<b>Affiliation:</b> Personal Contract		<b>Salary Range:</b> \$80,000 - \$95,000 (Starting \$ based on experience/qualifications)		

**APPLICATION PROCESS/DEADLINE**

Interested individuals should submit a cover letter/email, resume and Town of Norwell application. Please email in a PDF format to [bchilds@townofnorwell.net](mailto:bchilds@townofnorwell.net) or by mail/in person to the Human Resources Office, 345 Main Street, Norwell, MA 02061. Please visit <https://www.townofnorwell.net/human-resources/pages/employment-opportunities> for a complete job description & download an application.

**JOB SUMMARY**

This position provides administrative supervisory and technical work of a highly responsible, complex and demanding nature. The Town Assessor performs administrative, supervisory and professional technical work to ensure that the requirements of the Department of Revenue for assessing real and personal property are met and property values are fair and equitable in accordance with the Assessing policy direction of the Board of Assessors (BOA). Supervises all functions of the Assessing Department, including but not limited to, administering motor vehicle excise tax commitments, abatements, and exemptions. Maintains a continual program of public information using all forms of media available. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgement and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

**SUPERVISION RECEIVED/GIVEN**

This position reports to the Board of Assessors for all policy and procedure matters; reports to the Town Administrator for all personnel and administrative matters; and is under the direction of the Finance Director for all state statutory financial reporting responsibilities. The Principal Assessor works in accordance with state, federal, municipal policies and objectives. Incumbent supervises the activities and work performance, along with the functional oversight, of all Assessing staff.

**EDUCATION, LICENSES, AND EXPERIENCE**

Bachelor's degree in a related field with seven (7) or more years of increasingly responsible, related and supervisory experience. Any equivalent combination of education and experience may be considered. Required to be certified as a Massachusetts Accredited Assessor (MAA). Possess current MA Driver's License. Expert witness appearance before the MA Appellate experience desired.

**ESSENTIAL FUNCTIONS**

Please refer to the Principal Assessor Job Description for illustrations of the various types of work performed. The job description may be downloaded from the Town's website or requested through the Office of Human Resources.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working/comprehensive knowledge of the principles, practices and applicable laws and regulations regarding mass appraisal as applied to the determination of real and personal property values for purposes of taxation. Considerable knowledge of building, zoning and construction codes. Working knowledge of accounting and auditing practices relative to property appraisals. Familiarity with all methodologies and formulas used to determine the assessment of value of the various classes of property. Working knowledge of the computer assisted Mass Appraisal Systems is required. Strong computer skills desired, including demonstrated experience with CAMA and GIS systems, MS Office, Town website, or any other Town application(s). Working knowledge of Vision desirable. Proven planning and organizational skills; skilled at prioritizing and handling multiple tasks. Demonstrated analytical skills. Excellent written, verbal, interpersonal and negotiation skills. Ability to maintain overview of detailed and accurate records using data processing and computer programs. Ability to perform complex mathematical equations, ratio studies, regression analysis, and modeling of assessments. Ability to communicate complex financial issues with extreme tact and in a courteous manner to both individual and groups in a public and/or residential setting, and through publications. Ability to establish/maintain good working relationships with co-workers, department heads, subordinates, board members and citizens.