

Title: Assistant Commercial Assessor

Department: Assessing

Salary Range: \$61,893 - \$71,725

The City of Newton is seeking an Assistant Commercial Assessor to assist in the state-mandated annual appraisal and valuation of commercial, industrial, tax exempt real estate and personal property accounts in Newton. Job duties include organizing and performing inspections of real estate and personal property to comply with MA Department of Revenue requirements; interacting with the public to explain assessment laws, procedures and appraisal methodology; reviewing values and inspecting, processing and recommending action on abatement filings. In addition, this position is critical to analyzing, calculating and capturing new growth revenue for the City of Newton.

- Provides research and analysis of the information required to maintain the Computer Assisted Mass Appraisal (CAMA) valuation system for commercial, industrial and tax exempt properties. Assists in personal property data collection and database management.
- Maintains real property database.
- Organizes and participates in projects and tasks of appraisal staff including sales verifications, property inspections, building permit tracking, income and expense statement analysis and data entry, abatement review and field review of commercial, industrial and personal property values.
- Prepares appraisals and testifies at the Massachusetts Appellate Tax Board.
- Explains assessment laws and procedures including ad valorem taxation, motor vehicle excise, personal and charitable exemptions and general assessment office procedures to taxpayers and members of the public.
- Negotiates with property owners and their representatives.
- Performs statistical analyses of data and prepares reports using spreadsheet software for the Board of Assessors and the Massachusetts Department of Revenue.

Minimum Qualifications:

Bachelors in management, computer science, economics, statistics or related field and three to five (3-5) years of related experience, or equivalent combination of education and experience, including with demonstrated organizational and leadership skills required.

Massachusetts certified appraiser and/or Massachusetts accredited assessor designation preferred or on track to acquire MAA designation within two years of hire.

Individuals interested in this position must submit a completed application, cover letter and resume through <https://cityofnewton.hyrell.com>

The City of Newton is an Equal Employment/Affirmative Action Employer.