



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING ASSESSOR APPRAISER/ADMINISTRATOR

Job Title: Assessor Appraiser/Administrator
Department: Assessor's Office
Location: City Hall, 24 Lowell Street, Peabody, MA 01960
Pay: DOQ \$68,500.00 - \$74,987.00 (maximum)
Schedule: Full-time, 32.5 hours per week
Monday, Tuesday, Wednesday 8:30 AM – 4:00 PM
Thursday 8:30 AM – 7:00 PM
Friday 8:30 AM – 12:30 PM
Additional hours may be required

Summary of Job Duties: (Full job description available at the Human Resources Department)

Under the general supervision of the Chief Appraiser/Assessor, Assessor/Appraiser Administrator performs a variety of complex administrative, technical and supervisory work in analyzing valuation data, determining values for real and personal property, overseeing data collection, and assisting the Chief Appraiser/Assessor with all aspects of municipal tax assessment. Position requires examining and appraising real property; training Assessor's Office staff in computer systems; and performing various projects for the Chief Appraiser/Assessor. Must attend technical conferences and seminars to keep up to date on new software and hardware product developments. Serves as a Member of the Board of Assessors. Responsible to assist Assessors in various non-computer related projects.

Qualifications:

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Demonstrated experience with and ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Excellent computer skills required, including demonstrated proficiency in Microsoft Office. MAAO certification is preferred. Working knowledge of IASWorld CAMA appraisal software and AUC financial software is desired. Must have demonstrated working knowledge of accepted municipal assessing practices, Massachusetts tax statutes, regulations, policies and procedures. Ability to write reports, business correspondence and procedure manuals desired; ability to maintain strict confidentiality required. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent math and spreadsheet skills needed. Ability to multitask and prioritize complex, time-sensitive issues required. A valid driver's license is required. Outstanding customer service skills required.

Posting Date: June 30, 2016

Qualified candidates apply on or before July 21, 2016 at 12:30 PM at the City of Peabody Human Resources Office, City Hall, 24 Lowell Street, Peabody, MA 01960, or via email to ctrombley@peabody-ma.gov or via fax at 978-538-5982. The City of Peabody is an EOE.