

Town of Sandisfield
Assessors Office Assistant
Position Description

Summary: Part-time administrative opportunities supporting the Town of Sandisfield's Assessors' office. Salary is \$15.00 per hour for 15 - 19 hours a week with sufficient in-person office hours required at the Sandisfield Town Hall (66 Sandisfield Road, Sandisfield, Massachusetts 01255). Assessors Town Hall office hours are currently 9 - 2pm Mondays and Wednesdays.

Primary responsibilities:

- Primary contact for inquiries and requests from taxpayers, their representatives and Municipal government staff (both in Sandisfield and across the state) regarding:
 - property records, valuations and assessments,
 - status of exemption, abatement and "Chapterland" applications and results
- Key administrative resource for:
 - processing applications/re-applications,
 - updating and maintaining records and files including to property ownership
- Responsible for timely communication to the Board of Assessors to ensure all regulatory deadlines are achieved in a timely manner, and
- Coordinate with key Sandisfield Town Hall staff, Massachusetts Municipal employees (e.g. Registrar of Deeds), property valuation and other outside services providers to ensure all deliverables for the Town are achieved timely and with quality.

Opportunity:

This is an entry-level position into Massachusetts municipal government for a motivated individual interested in growth and development. While Massachusetts Assessor experience would be highly desirable, it is expected that this may be an early career opportunity for most applicants. Training and mentoring will be provided to successful candidates to become a professional in this vital area of municipal government.

This position has the potential for growth within the Assessors' Office and other areas of the Town of Sandisfield for successful candidates with those goals or ambitions.

The Town of Sandisfield has a collegial and welcoming team that supports each other and relies on each employee, once they have mastered their responsibilities, for their expertise and dedication to delivering a quality experience for residents, taxpayers, and other stakeholders. Like other positions with the Town, we work directly with residents and taxpayers to ensure they receive courteous and professional and proactive responses to their needs.

Qualifications:

Successful candidates must complete training and successfully pass the Massachusetts “Assessors’ 101” exam within 6 months of hire. 20 hours of online training for the exam will be paid by Town to support the certification process.

Candidates should be organized, self-motivated, detailed orientated and able to manage tasks to completion. Timeliness and accuracy are required to succeed.

Computer skills, should include Microsoft Office and ability to master Town systems and multiple third-party vendor systems.

This is a public facing position and courteous, accurate communication skills (written and spoken) are required.