



Town of Sandisfield
Office of the Assessors
413-258-4711 Ext. 6

Principal Assessor Job Description

Job Summary: The Principal Assessor is a 20 hour per week benefitted position. Position reports to an elected three member Board of Assessors, and the Town Manager. Compensation based upon experience.

Qualifications:

Associate degree or significant post-secondary training and education in real estate appraisal and public or business administration; three to five years of experience in a related field; or any equivalent combination of education, training, and experience. Must maintain annual Mass GIS Certification.

Proficiency in the following required:

- Assessor Administration (Law, Procedure, and Valuations)
- PermitEyes
- Point Software
- Patriot Property Software
- Gateway
- Computer literacy, ie. Excel, Word

Duties and Responsibilities:

- Fix the annual tax levy and set the tax rate
- Participate in the preparation of the Tax Recap Sheet (MGL c59 s21, 23). Advise Board of Assessors on values to be presented at classification hearing.
- Work closely with Berkshire Registry of Deeds
- Conduct cyclical property inspection. Inspect and verify property sales to complete required annual property value adjustment analysis
- Process all recorded plot plans
- Oversee the vendors list for inspections of building permit properties to determine new growth for the levy limit (MGL c59 S 21C (f))
- Assess motor vehicle, farm and repair Department committals, implement a commitment there of and send a warrant to the collector (MGL c 59 s 52,53)
- Process and act on real estate and personal property abatement and exemption applications (MGL c 59 s59). Process exemption reimbursement from state by deadline
- Process and act on motor vehicle abatements, with certificates and monthly lists

- Update all address changes in the database system to stay current
- Send out all required annual applications for Chapter 61 A and 61 B, have Board review and sign off on all applications at meeting. Process the notice of action forms. Update Chapter 61 notifications from the state forester. Annually, follow up on the placement and releases of liens for Chapter 61, 61A and CH61B
- Annually review list of second home owners and send out Form of List for personal property; view and certify information
- Annual Utility Valuation, oversee the acquisition and preparation of Telephone valuation, as well as Electric and Gas Pipeline.
- Send Income and Expense Forms to businesses
- Annually review Exempt 3 ABC organizations
- Generating Certified Abutter lists for varying boards
- Handle day to day functions and requests from tax payers, public, and other town departments. Must have knowledge of regular office skills, faxing, scanning, retrieving phone messages, emails, uploading information
- Occasional travel to pick up deeds and plates from registry of deeds in Great Barrington Town Hall required