



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: selectmen@berkleyma.us



JOB POSTING

POSTING:

☒ IN HOUSE
☒ OUTSIDE ADVERTISEMENT

DEPARTMENT:

Board of Selectmen

POSITION:

Principal
☐ NEW ☒ EXISTING

CLASSIFICATION:

☒ REGULAR ☒ SALARIED ☐ PART TIME ☐ CASUAL ☐ ON CALL

HOURS:

32 Hours/week

JOB:

☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE:

\$55,000-\$65,000

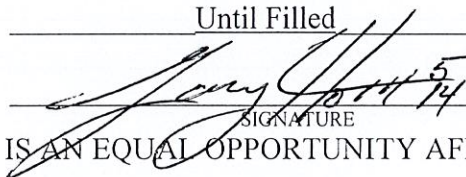
SUBMIT:

☐ Application, Cover Letter & Resume to: selectmen@berkleyma.us

CLOSING DATE:

Until Filled

DEPT. HEAD SIG.:


SIGNATURE

05/08/2025

DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO:

☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION
LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

☐ Town Clerk (certified copy)

☐ Library

☐ Highway Dept. Office (employee area)

☐ Middle School

☐ Community School

☐ Public Safety Building lobby

05/08/2025

SIGNATURE

DATE

PRINCIPAL ASSESSOR

Position Purpose:

The purpose of this position is to perform complex technical, administrative, managerial, supervisory, and professional work relating to the planning and management of the Assessing Department, and in the appraisal of Town-wide property, in accordance with state and local statutes. The Principal Assessor is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; all other related work as required.

Supervision

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Works under the administrative direction of the Town Administrator and the policy direction of the Board of Assessors, and in accordance with applicable provisions of the Massachusetts General Laws and Town bylaws. Employee functions independently, referring specific problems to supervisor only where clarification or interpretation of Town policy or procedures is required. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: Supervises all departmental employees, developing job direction, assigning tasks and instructions, and evaluating personnel performance (formally or informally, depending upon applicable personnel policy).

Job Environment:

Administrative work is performed under typical office conditions; regular field work is performed with some exposure to weather extremes and the hazards associated with construction sites; the noise level is usually moderately quiet in the office, and moderate to loud in the field. Employee is required to attend evening meetings.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone. Operates automobile. Utilizes all assessing tools.

Makes regular contacts with other municipal departments, property owners, developers, attorneys, engineers, bank officials, real estate professionals, representatives from state and federal agencies, and software/hardware vendors. Contacts require excellent customer service and negotiation skills; contacts are by phone, in person, and in writing and require discussing complex administrative and technical matters.

Has access to all department-oriented confidential information such as personnel records, bid proposals, pending law suits and personal information about citizens' property.

Errors in judgment or omissions could result in considerable confusion and delay, could be costly to correct and result in the loss or delay of tax revenue for the municipality, and could reflect poorly on the Town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Reviews assessments of all real and personal property on an annual basis, to test for equity and uniformity. Changes valuation program as necessary to maintain equity and uniformity.

Measures, lists, and enters data on all new building permits and new businesses.

Updates maps with new subdivisions and form A lots by assigning new identifications. Enters data and deletes parcels from database as needed.

Completes assessments in time to hold a timely classification hearing.

Completes tax rate recapitulation form for certification by the Department of Revenue.

Identify and report New Growth utilizing the LA13 New Growth template.

Reviews all overvaluation applications for real & personal property and make recommendations to abate or deny to the Board of Assessors.

Interpret deeds for completeness and accuracy. update computer records and field cards with changes of owners and/or mailing addresses. Code entries as valid (arms-length) sales or the appropriate validity entry.

Manage statutory tax exemption programs for review by Board of Assessors.

Process motor vehicle excise commitments and abatements in a timely manner

Prepares cases for trial at the Appellate Tax Board by working with Town Counsel. Testifies for the Town at the Appellate Tax Board, District Court, Land Court, and Superior Court.

Answers a variety of inquiries from taxpayers concerning potential tax liabilities on new dwellings, new businesses, etc.

Prepare Chapterland application and related documents for review and approval of Board of Assessors

Maintain annual Forms of List/3ABC/I&E submittals

Supervises departmental staff.

Develops the operating budget and the capital budget and oversees expenditures. Prepares annual operating budget and warrant articles for revaluation

Meets with the Town Administrator to keep him/her informed concerning department operations.

Provides required information for the members of the Town's Financial Advisory Committee.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree; minimum of five years of valuation experience and administrative experience in an Assessor's Office; or any equivalent combination of education and experience.

Special Requirements:

A valid motor vehicle operator's license is required.

Massachusetts Accredited Assessor designation preferred.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of modern property appraisal principles and practices, including Massachusetts property tax laws. Working knowledge of Massachusetts laws relating to municipal finance and property assessment for tax purposes. Considerable knowledge of building, zoning and construction codes. Familiarity with alternative formulas for determining assessment on various types of property. Familiarity with real estate styles, materials, and methods of construction. Working knowledge of computerized appraisal systems and other related municipal systems.

Ability: Ability to accurately appraise real and personal property. Ability to maintain overview of detailed and accurate records using data processing. Ability to coordinate office activities and to supervise staff. Demonstrated ability to formulate department goals and objectives. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines. Ability to supervise and coordinate and to establish and maintain effective working relationships with employees, board/committee members, officials and the general public.

Skill: Imagination, innovation and judgment relating to planning and achieving department goals. Skill in all of the above listed tools and equipment.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to sit and talk and listen; required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, bend and stretch to reach low and high shelves; employee must be able to smell. Employee must be able to access all areas and levels of a construction site, and may require to spend several hours walking or standing. Employee must have the ability to use a keyboard at an efficient speed. The work requires lifting print and other materials, office equipment and supplies weighing up to 10 pounds and being able to carry a reasonable quantity of materials. Intermittent reaching, crouching, and similar activities. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)