

NOTICE OF JOB OPENING

CITY OF LYNN

RESIDENCY REQUIREMENTS ENFORCED

Department: Assessing Department
Job Title: City Assessor
Civil Service: No.
Union Eligible: No.
Salary: \$78,124.95 - \$102,171.17 (depending upon qualifications) and Benefits

The City of Lynn is seeking qualified applicants for the position of City Assessor. The City Assessor shall be a resident of the City of Lynn at the time of his/her appointment or within six months of said appointment. The City Assessor shall be a Level 2 Department Head for salary purposes. The City Assessor is appointed by the City Council for a term of three years. The City Assessor serves under the direction of the Director of Assessing and is a member of a three person Board of Assessors, along with the Director of Assessing and a second City Assessor. The Assessing Department consists of the director, two full-time city assessors, a field appraiser, an administrative assistant and three clerks.

Duties and Qualifications

The City Assessor's duties shall include, but are not limited to the following: Performing all duties required of assessors pursuant to the General Laws of the Commonwealth. Performing general assessing duties as determined by the Director. Supervising and assisting support staff with data collection and property data maintenance duties. Assisting the Director in preparing the annual tax roll for billing of real and personal property. Assisting the Director with planning and successfully executing five –year recertification projects of assessed values consistent with the requirements and standards of the Commissioner of Revenue. In years between recertification, assisting the Director in adjusting assessed values consistent with DOR guidelines to meet the statutory and constitutional standard of full and fair cash value. Assisting the director in his review of abatement and exemption applications, and approving or denying the director's recommendations on same. Providing assistance to the clerical staff in the processing of all personal exemption applications. Assisting clerical staff with the abatement of motor vehicle excise taxes. Performs all other duties as requested and directed by the Director.

The duties listed above 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.

Minimum Requirements

Successful completion of Course 101 (“Introduction to Assessment Administration: Law, Procedures and Valuation”) administered by the Division of Local Services. Certification as a Massachusetts Accredited Assessor (MAA) by the Massachusetts Association of Assessing Officers (MAAO), or demonstrated progress toward attaining such designation. A Bachelor’s Degree in Public or Business Administration or related field, or at least five years in the assessing field or real property appraisal field, or an equivalent combination of education and experience. General knowledge of Chapters 58, 58A, 59, 60 to 60B, 61 to 61B, and other statutes as they apply to the Assessing Department. Ability to communicate effectively, both verbally and in writing, with the general public and other City officials. Demonstrated literacy in Microsoft Office and its various modules, and familiarity with the AssessPro CAMA system and MUNIS preferred. Designation by the MAAO as a RMA or CMA, or equivalent designation from the IAAO a plus.

Date of Posting: Wednesday, May 9, 2018
Closing Date: Tuesday, May 22, 2018

Application and resume must be submitted to the Lynn City Council, City Hall, Room 408, Lynn, MA 01901, by the close of business (8:00 PM) on Tuesday, May 22, 2018, or it will not be considered.

The City of Lynn is an Equal Opportunity Employer