

<b>Job Title:</b> Property Lister	<b>Hours per week:</b> 6	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Board of Assessors	<b>Department:</b> Assessors	<b>Grade:</b> 4
<b>Created date:</b>	<b>Revised date:</b>	<b>Approved date:</b> xx/xx/2002
<b>Created by:</b>	<b>Revised by:</b>	<b>Approved by:</b>

**TOWN OF STERLING  
PROPERTY LISTER**

**PURPOSE OF POSITION:**

Responsible for the discovery, collection, and maintenance and auditing of property data used in the assessment of properties for property taxation. Provides backup coverage for the Assistant to the Board of Assessors as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Tracks building permits and maintains records on the status of construction.
- Lists and measures properties that have undergone construction or other changes that would yield a difference in assessment.
- Periodically inspects properties to insure that property assessment data is accurate and complete.
- Conducts periodic inspections and audits of taxable personal property to insure complete and accurate assessments.
- May at the request of the Principal Assessor conduct special property inspections.
- Conducts sales verification inspections.
- Inputs all property data changes, additions, and deletions to the office Computer Assisted Mass Appraisal system (CAMA).
- Prepares and reviews CAMA reports to verify the accuracy of data inputs.
- May assist in the processing of personal property "Forms of List" filed annually by property owners
- Provides backup office coverage to the Assistant to the Board of Assessors for personal, educational, or vacation leave and performs such duties as may be required of same position.
- Attends professional meetings, training programs, and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments
- Performs other duties as required.
- Works independently on special projects as assigned

**ESSENTIAL TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

High School Diploma or GED required including or supplemented by business training and computer courses; ability to operate office machines and computers; three (3) years work experience in an office setting, which includes significant public contact; working knowledge of Massachusetts Assessing Laws, procedures, and valuation methods; any equivalent combination of education and experience.

Strong computer skills in word processing, spreadsheets, databases, and computer assisted mass appraisal systems are needed in order to input, maintain, and extract assessment data.

Also required is the ability to read blueprints and maps, as well as, the ability to effectively communicate state and local assessment procedures, regulations and laws concerning property taxation.

## **PHYSICAL REQUIREMENTS:**

- Must be physically able to operate a variety of automated office machinery and equipment, including, but not limited to computers, calculators, facsimile machines, copiers, tape recorders, digital cameras, and telephones.
- Must be able to move or carry job-related objects or materials to 30 pounds in weight.
- Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.
- Must be legally and physically able to operate a motor vehicle.
- Must be able to walk, climb, and negotiate without mechanical assistance around properties and construction sites.

## **NUMERIC APTITUDE:**

- Requires the ability to utilize mathematical formulas, add and subtract; multiply and divide; determine percentages; compute percentages, interest, profit and loss, ratios and proportions; and interpret same as may be appropriate.

## **COMMUNICATION SKILLS:**

- Requires the ability to read a variety of professional, technical, and administrative documentation, directions, regulations, instructions, methods and procedures such as assessor's maps, property record cards, deeds, technical manuals, Department of Revenue reports, regulations and memoranda.
- Must be able to read blueprints
- Requires the ability to produce reports with proper format, punctuation, spelling, and grammar, using all parts of English speech.

## **INTERPERSONAL COMMUNICATIONS:**

- Requires the ability to communicate with people to convey or exchange professional information (i.e. attorney's offices, building inspectors, Board of Health agents, etc.)
- Ability to communicate effectively with taxpayers about questions relating to descriptive property characteristics and data.
- Must be effective in dealing with people who may be angry or otherwise concerned about issues relating to their assessment and other property tax matters.

## **WORKING CONDITIONS**

Work is normally performed both outside and inside the office. Much of the work will be conducted at the site of properties being inspected and holds the potential for injuries related to falls, vicious animals, and hazardous construction areas. Office work has the associated risks of eye strain, headaches, carpal tunnel, and other risks associated with working with computers.

*The Town of Sterling is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disability and encourage prospective employees and incumbents to discuss potential accommodations with the employer.*