



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
Fax: (978) 448-1115

Assistant Assessor & Data Collector

The Town of Groton is looking for a 35 hour/week Assistant Assessor and Data Collector.

The Assistant Assessor and Data Collector appraises all real property in Groton; performs field measurements and inspections of residential and commercial buildings, including but not limited to, new and incomplete construction, additions, alterations and demolition. Inspects land and land uses changes, deed transfers and subdivision changes; notes all technical aspects of property construction and location. Determines market values of property by using appropriate appraisal techniques; conducts research of real property when necessary. Assists in preparation and defense of values for cases before the Appellate Tax Board. Receives and maintains building permits for inspection purposes, and enters information on property records. Processes various types of forms, applications, reports and other types of information; organizes paperwork, makes copies, and distributes various reports and materials; may prepare materials for meetings. All other duties as assigned.

This position requires High School Diploma or equivalent is required. An Associates degree and/or coursework in the following are preferred: business, finance and property assessment and /or a minimum of one to three years experience working as an appraiser. Several years of experience in an office environment with diverse responsibilities; or any equivalent combination of education and experience. Valid driver's license is required. Must obtain a Massachusetts Association of Assessors (MAA) certification within 24 months of appointment; certification must be maintained throughout appointment.

To apply, please send cover letter and resume by mail to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@townofgroton.org. The hourly range is \$26.52 - \$32.46 based on experience. For questions please call 978.448.1145. Job description is available by request.

Deadline for applications: August 25, 2017

The Town of Groton is an Equal Opportunity Employer