TOWN OF MARBLEHEAD
NOTICE OF JOB VACANCY

11-Mar-20
Date Posted

Application for this vacancy will be received until March 25th

Senior Clerk - Assessor's Office  Grade - 26  $902.68 - $1,056.01
Position Title  Grade  Salary

37.5  Michael Tumulty, Assistant Assessor
Regular Working Hours  Department Head

Responsibilities (Brief Job Description):
Under the direct supervision of the Assistant Assessor, is responsible for researching, gathering and recording information to assist the Board and Assistant Assessor in the assessment of real estate and personal property; processing motor vehicle abatements; reviewing eligibility for statutory exemptions, generating reports to external parties; providing assistance and information to the public regarding the many facets of the Assessing Department.
See attached job description for specific duties and responsibilities.

Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Selectmen's Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

This memo posted by:

Michael Tumulty  Assistant Assessor
Name  Title
TOWN OF MARBLEHEAD
POSITION DESCRIPTION

Title: Senior Clerk
Department: Assessors Office
Number: MBL-117
Date: 4/2010
Group 26

SUMMARY:

Under the direct supervision of the Assistant Assessor, is responsible for researching, gathering and recording information to assist the Board and Assistant Assessor in the assessment of real estate and personal property; making recommendations regarding motor vehicle abatements; reviewing eligibility for statutory exemptions; generating reports to other Town Departments and Department of Revenue; providing assistance and information to the public regarding the many facets of the Assessing Department.

DUTIES AND RESPONSIBILITIES:

1. Researches source documents from Registry of Deeds to update assessment data, verifies sales data, and prepares report to Department of Revenue.
2. Maintains computerized assessment records for Real Estate and Personal Property
3. Identifies all taxable boats in the community, maintains computerized assessment lists with all necessary data.
4. Researches and makes recommendations regarding Motor Vehicle and Boat Excise abatements. Receives motor vehicle bills from other communities and prepares for rebilling
5. Processes all abatement and exemption certificates approved by the Board of Assessors
6. Maintains permanent abatement records, providing reports to Tax Collector, Accountant, and Treasurer
7. Responsible for the preparation of all warrants for submission to the Tax Collector/Treasurer and Town Accountant
8. Reviews applications to determine eligibility for statutory exemptions. Prepares new Tax Deferrals for recording at the Registry of Deeds. Prepares annual report to the State for reimbursement of exemptions
9. Prepares lists of abutters for various Town Boards
10. Responsible for the preparation and reconciliation of department’s accounts payable. Maintains personnel records. Inventories and order supplies
11. Remains current with changes in applicable Massachusetts General Laws, especially Chapters 60A/60B
12. Assists the public with various facets of local taxes
13. Performs other related duties of a similar nature and complexity as directed by Assistant Assessor.

PREFERRED BACKGROUND:

High school diploma required, some college experience desirable. Four years general office experience, with knowledge of Microsoft Office programs (word, excel) and familiarity with CAMA Appraisal Software is beneficial.