

KRT APPRAISAL

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Haverhill, MA 01830
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Position Title: **Assessor Trainee** **Pay Range: \$45,000- \$60,000**

Introduction

You are determined to become an Assessor and are ready for the next step. You are passionate about Real Estate and Data Collection. You enjoy both being in the field and working in an office. You take pride in your own work but are comfortable working with a team. Do we have the job for you! The qualifications and specifications are listed below:

Must have the ability to work under the direction of the Chief Assessor. Assisting the chief Assessor in highly responsible technical work in property tax listing, assessing, billing and re-valuation, including the investigation of all claims for abatement and/or exemptions.

1. Must have understanding of revaluation methodology and how it applies to the assessing function. Perform inspections of residential, commercial, industrial properties, including alterations, renovations and demolitions. Inspects land and land changes resulting from map changes, transfer of deed and subdivision changes.
2. Utilizes appropriate appraising techniques and established guides in arriving at a market value (as defined by New Hampshire statute) of properties. Examines deeds, maps, building plans, permits and other records to obtain necessary additional data, and in the process, secures added information from bankers, realtors and attorneys involved in property matters.
3. Plans and schedules inspections as are deemed necessary to arrive at proper values, including any and all changes to properties in the course of the year.
4. Explains to property owners and others the procedures and techniques used by the office in revaluation, abatements, exemptions, and the effect of new or proposed construction on assessed values.
5. Provides assistance on written appraisals for court appearances and/or Board of Land and Tax Appeal relating to property values and defense of values.
6. Attends conferences and workshops and examines journals and market trends to keep abreast of market conditions and advances in appraising affected properties.
7. Provides technical assistance to clients as they relate to the long term enhancement of a fair and extended tax base.
8. Provides quality control of data collection via field review or desk review.
9. Provides accurate detail of building permit inspections.
10. Performs other related duties assigned.

Desired Minimum Qualifications

Education and Experience:

Graduation from an accredited college or university with an Associate's degree in Business Administration, Public Administration, or a closely related field, and a minimum of two (2) years of experience in assessment, real property appraisal or other related field OR any equivalent combination of experience which demonstrates possession of the required knowledge, skills and abilities.

Must have the ability to obtain the Assessor Assistant or Assessor certification through the New Hampshire Department of Revenue Administration.

Must have willingness to continue education in New Hampshire State RSA's, assessing practices, computer skills, public relations, office practice or other related fields.

Knowledge in:

- Assessment and Appraisal techniques.
- New Hampshire State tax laws.
- Knowledge of construction quality, materials, practices and codes that pertain to the construction industry.
- Working knowledge of personal computer hardware and software including familiarity with the use of various software programs including word processing, electronic spreadsheets and computer assisted mass appraisal systems.

Ability to:

- Demonstrated ability to communicate both orally and in writing.
- Ability to maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Ability to make accurate arithmetic calculations.
- Ability to maintain effective working relationships with department heads, employees, and the public.

Willing to:

- Travel to different client sites throughout New Hampshire.
- Be a team player.
- Work in all types of weather extremes.