

**Employment Opportunity**  
**Towns of South Berwick and North Berwick**  
**Assessor's Agent**

The Towns of South Berwick and North Berwick are 2 growing communities (Combined Pop. 13,000) located in Southern Maine. The town's share an Assessor's Agent based on a 3/5 South Berwick and 2/5 North Berwick basis. For administrative purposes, the employee shall be considered an employee of South Berwick and shall comply with all the provisions contained within the South Berwick Personnel Policy.

The Towns are seeking a knowledgeable, qualified, experienced Assessor to join our shared management team. The preferred candidate will be a Certified Maine Assessor with a minimum 7 years' experience as well as thorough knowledge of real estate appraisal principles, techniques, procedures, laws and regulations. Experience with TRIO software is desirable as well as GIS/ERSI and AUTOCAD software and mapping.

This position shall remain open until filled with a 1<sup>st</sup> review of applications beginning May 1, 2021 and first interviews expected mid-May, 2021. The current Assessing Agent is retiring at the end of July 2021 after 15 years.

**Essential Functions:**

- Plans and administers the assessment/appraisal system for the Towns in maintaining current property valuation through inspection, data collection, and market analysis.
- Appraises residential, commercial, industrial, and agricultural properties; special rights and interests; personal property; and public utility property and equipment.
- Oversees and reviews the maintenance of assessing maps, transfers, and other assessment records; determines and enters valuation factors and other data in valuation commitment books; determines the valuations on new, renovated, and other existing property based on data changes and shifting real estate market conditions.
- Develops and administers a program for the collection of sales information, cost, income, and other economic and social data affecting property values; prepares appraisals in conformance with the Uniform Standards and Professional Appraisal Practice (USPAP).
- Prepares State Municipal Valuation Reports, tree growth reports, sales study SRS reports and other State reports as necessary.
- Maintains a positive working relation with Maine Revenue Service.
- Supervises the clerical staff, as well as independent contractors and their work.
- Responds to a large number of citizen inquiries regarding property assessment, transactions, policy, procedures, and regulations.
- Oversees the preparation and updating of the tax maps of the Towns.
- Maintains a positive working relationship with taxpayers, real estate professionals, co-workers, other municipal employees, departments, and agencies.
- Assists in Town's projects regarding tax implications and other issues.
- Manages and executes proper yearly educational schedule to improve staff knowledge and expertise.

## **Education and Requirements**

- Graduation from a college or university with a Bachelor's degree in public administration, business management, economics, finance, or a closely related field, and/or
- Seven (7) years of significant experience in the appraisal and valuation of land and buildings of which five (5) must be at the supervisory or office administration level.
- Certified Maine Assessor (CMA) required.
- Any equivalent combination of education and progressively responsible experience.
- General working knowledge of Geographic Information Systems (GIS) Necessary.

The Towns of South Berwick and North Berwick offers a competitive salary and benefit package.

All interested individuals shall submit a resume, job experience, references and salary/benefits expectations to:

Town of South Berwick  
Shared Assessing Agent Position  
180 Main Street  
South Berwick, Maine 03908

The Towns of South Berwick and North Berwick is an Equal Opportunity Employer.

**TOWN OF SOUTH BERWICK & NORTH BERWICK, MAINE  
SHARED ASSESSOR'S AGENT  
POSITION DESCRIPTION**

**GENERAL PURPOSE:**

The Towns of South Berwick and North Berwick share an Assessor's Agent based on 3 days (60%) a week in South Berwick and 2 days (40%) a week in North Berwick. For administrative purposes, the employee shall be considered an employee of South Berwick and shall comply with all the provisions contained within the South Berwick Personnel Policy.

This is a specialized administrative and technical position in the field of real and personal property valuation.

Employee of this class is responsible for the appraisal and assessment of all real and personal property within both Towns, to prepare warrants for the assessment and collection of taxes to raise Town revenues, and to provide for the administration of the assessment process, records, and budget. The work involves some fieldwork in the review of new and existing properties, analyzing and responding to abatement applications, responding to taxpayer and customer inquiries, supervision of a small staff, and defending assessments before the Board of Assessment review and other applicable courts and boards. The employee is required to exercise considerable independent judgment in administering assessments under state law and regulations, and within the professional and ethical guidelines set forth under the standards of the Uniform Standards of Professional Appraisal Practice. All work and practices are subject to review according to the Town's personnel plan through observation, reports, and results achieved.

**SUPERVISION RECEIVED:**

Works under the general supervision of both Town Managers, but works independently.

**SUPERVISION EXERCISED:**

Oversees Administrative Assistant and various outside resources.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans and administers the assessment/appraisal system for the Towns in maintaining current property valuation through inspection, data collection, and market analysis.
- Appraises residential, commercial, industrial, and agricultural properties; special rights and interests; personal property; and public utility property and equipment.
- Oversees and reviews the maintenance of assessing maps, transfers, and other assessment records; determines and enters valuation factors and other data in valuation commitment books; determines the valuations on new, renovated, and other existing property based on data changes and shifting real estate market conditions.
- Develops and administers a program for the collection of sales information, cost, income, and other economic and social data affecting property values; prepares appraisals in conformance with the Uniform Standards and Professional Appraisal Practice (USPAP).
- Supervises the clerical staff, as well as independent contractors and their work.
- Prepares State Municipal Valuation Reports, tree growth reports, sales study SRS reports and other State reports as necessary.
- Maintains a positive working relation with Maine Revenue Service.
- Responds to a large number of citizen inquiries regarding property assessment, transactions, policy, procedures, and regulations.
- Oversees the preparation and updating of the tax maps of the Towns.
- Maintains a positive working relationship with taxpayers, real estate professionals, co-workers, other municipal employees, departments, and agencies.
- Assists in Town's projects regarding tax implications and other issues.
- Manages and executes proper yearly educational schedule to improve staff knowledge and expertise.

## **PERIPHERAL DUTIES:**

Serves as a member of various South Berwick employee and community committees, as assigned.

## **DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Graduation from a college or university with a Bachelor's degree in public administration, business management, economics, finance, or a closely related field, and/or
- Seven (7) years of significant experience in the appraisal and valuation of land and buildings of which five (5) must be at the supervisory or office administration level.
- Certified Maine Assessor (CMA) required.
- Any equivalent combination of education and progressively responsible experience.
- General working knowledge of Geographic Information Systems (GIS) Necessary

### Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern appraisal and assessment practice; considerable knowledge of computer applications such as spreadsheets (Excel), word-processing (Word), database management (Access), graphics (PowerPoint), etc.; extensive background in Computer Assisted Mass Appraisal (CAMA) applications, specifically TRIO Software;
- Considerable public relations and interpersonal skills.
- Ability to plan, implement, and execute town-wide assessment updates utilizing in-house staff and available outside resources.
- Ability to accurately and effectively produce commitment book on a yearly basis.
- Good working knowledge of the Laws relating to taxation in the State of Maine.
- Possession of a valid Driver's License.
- Must exhibit a desire to improve local municipal government.
- Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively both verbally and in writing.
- Familiarity with functions of other departments of the Town of South Berwick and North Berwick.

### **SPECIAL REQUIREMENTS:**

Must have flexibility regarding time management, good interpersonal skills, and be able to deal with taxpayers in an effective manner.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit and talk or listen, use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the employee must be able to perform required field work and inspections for valuation and defense of real and personal property assessments.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.