

## ASSISTANT ASSESSOR

The Town of Cohasset is seeking qualified applicants for the position of Assistant Assessor. This 35 hour union position has a starting salary of \$20.76 per hour. Salary commensurate with experience. Candidates should have knowledge of principles, methods, and techniques of real and personal property assessment, Department of Revenue Guidelines, and Massachusetts General Laws. Candidate should possess a college degree or a minimum of five years experience in the assessing field, familiarity with mapping and subdivision plans, boat and vehicle excise processes including billing and abatements, statutory exemptions and deferrals, strong computer skills, and ability to work independently. Experience with Patriot Software, Automate, RRC personal property software is beneficial. The position requires field work and physical inspections of property, and a valid Massachusetts driver's license. Position reports to Deputy Assessor. Employee shall hold a certificate in municipal assessing with a designation of Massachusetts Accredited Assessor (MAA) issued by the Massachusetts Association of Assessing Officers (MAAO). Candidates working toward the designation will be considered.

A cover letter and resume should be sent to William Griffin, Town Manager, 41 Highland Avenue, Cohasset, MA 02025 before September 10, 2010.

Cohasset is an Affirmative Action / Equal Opportunity Employer