

City of New Bedford, MA

Job Description

Job Title: Data Lister
Pay Grade: M-01
Pay Range: \$41,899 - \$51,107

JOB SUMMARY

Inspects and records information and property tax valuation on residential and commercial property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Verify all information on property record card; produce quality and quantity necessary to meet Massachusetts appraisal standards.
- Measure and list parcels to main cyclical review of standards; recently sold parcels are also required to be measured and listed individually; take a photograph of the parcel when updates are necessary.
- Measure and list parcels that have been granted building permits; measure and list parcels that taxpayers dispute the valuation for; review taxpayer contact information and coordinate appointments.
- Assist in the re-mapping of parcels that need to be split or combined.
- Follow up on open building permits for both real and commercial property; notate changes and updates.
- Review all real property systematically to ensure accurate and current information for tax valuation.
- Translate the field data onto computerized property record cards, and make the necessary calculations and computations from cost and depreciation tables to determine the property's valuation, when necessary.
- Assist with translating the field data to computer terminology and entering the data into the computer.
- Perform a variety of technical and administrative support functions for the Assessors' Office, including some clerical functions; assist customers and the public at the counter, when office coverage is necessary.
- Perform related work as required and assigned.

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.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduate or GED equivalent
- At least two (2) years of experience in the assessing, building, or appraisal field

Licensing/Certification

- Possession of a Commonwealth of Massachusetts’ Driver’s License

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision from the Administrative Assistant to the Board of Assessors.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Work is performed mostly in the field, in various weather conditions. Physical exertion required.

The City of New Bedford, MA is an Equal Opportunity Employer.