

The Town of Pembroke Assessors Office is seeking applicants for the position of Principal Lister. This is a full-time, 37.5 hours a week, union position with benefits. Starting Salary range between \$19.54 - \$20.13 hourly.

Position Title

Principal Lister, Assessors Office

Responsibilities and Essential Functions

- Conducts field inspection of new building permits; listing, measuring and calculating the value of new construction.
- Conducts inspection of property at the request of property owner and has the authority to adjust the valuation based on findings in compliance with the assessing system.
- Conducts inspections as part of the cyclical inspection program to complete the triennial recertification in-house program.
- Answers telephone and handles public at counter, including appraisers, realtors, banking personnel as well as the general public.
- Processes abatements of automobile tax.
- Reviews property transfers (deeds and probate).
- Empowered to provide certified lists of abutters.

Supervision

Little to none

Recommended Minimum Requirements:

Education and Experience

- Experience in the real estate market and inspection of property.

Knowledge

- Knowledge of Patriot Properties AssessPro, Windows, Microsoft Word and Microsoft Excel.

Other Requirements

- Desire or willingness to obtain the designation of Massachusetts Accredited Assessor. Not required, but highly recommended.

Special Requirements

- Valid Motor Vehicle Driver's License.

Job Environment

The Principal Lister works outside in all weather conditions. Must be able to work in a moderately noisy office setting with frequent interruptions.

Physical Requirements

The Principal Lister is required to stand, walk, sit, talk or listen/hear, use hands, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms. During field inspections works in wet/slippery terrain and rough bulldozed areas at construction sites. Must have ability to maneuver around partially constructed sites in all weather conditions.

How to Apply / Contact

Applicants should send a resume and cover letter to csalmon@townofpembrokemass.org by 4:00 p.m. on November 21, 2022.