



TOWN OF NORFOLK

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

JOB POSTING

Chief Assessor

Town of Norfolk

The town of Norfolk seeks qualified candidates for the position of Chief Assessor.

Employee works under the administrative direction of the Finance Director or Town Administrator and the general direction of the Board of Assessors and according to Massachusetts General Laws and municipal policies and objectives.

A thorough knowledge of municipal law relating to the assessment of property and levying of taxes is required. Ability to perform in-house revaluations, knowledge and experience with appellate tax board procedures, and the ability to effectively utilize the Assessor's Department's software (Vision) is sought. The Chief Assessor provides financial information, analysis and consultation to the Board of Assessors, the Town Accountant and Town Administrator.

A candidate for this position should have a Bachelor's Degree in Finance, Accounting, Business, or related field, plus three (3) to five (5) years of municipal or private appraising experience, experience with GIS, with two (2) years of Massachusetts Appraisal experience preferred. MAA, RMA, or CMA may be substituted for college degree or equivalent education and experience. A candidate should be certified by the state as an Assessor, or shall obtain certification within two (2) years of appointment, have a valid driver's license, and attain sufficient continuing education credits to be recertified. Starting salary range for FY14 is \$52,333 – \$72,155.

Please email your cover letter, resume, and references to jobs@virtualnorfolk.org AA/EOE