



Job Description

Position: Lister/Data Collector
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Assessor/Administrator
Description Updated On: October 28, 2021

Summary/Objective

The Lister/Data Collector is responsible for conducting on-site real estate inspections to collect data used in the development of property assessments, data entry of collected information, and the review and tracking of any value changes.

Essential Functions

- Inspects properties, including exterior measurements and photographs, and verifies all property record card data. Inspects properties such that building permit activity, sales reviews, and abatements are consistent with the Data Collection Procedures Manual.
- Explains reasons for inspections to property owners and educates taxpayers on the process.
- Enters inspection data, photographs, and building sketches in AssessPro or similar computer aided Mass appraisal software.
- Reviews value changes resulting from data entry, calculates positive and negative value changes, and separately identifies value attributable to new growth.
- Schedules inspection appointments, tracks inspections and personal mileage.
- Communicates and coordinates with the Building Department, Zoning Officer, and Board of Health.
- Runs reports to track permit activity and occupancy permits for new growth and supplemental tax data collection and determines percentage of completion on assessment date.
- Reviews real estate sales and analyzes assessment sales ratios. Collects data available at the time of sale through inspection, Multiple Listing Service, and sales questionnaires.
- Identifies, reports, and corrects data inconsistencies.
- Assists residents, Town departments, contractors, and vendors with assessment or property related questions, motor vehicle abatements, and general inquiries.
- Attends training courses and seminars related to property assessment and inspection.
- Attends and participates in Board meetings as required.
- Assists office staff.

Required Qualifications, Education, and Experience

- High School diploma and a minimum of one (1) year of prior work experience required, preferably in the real estate field or an equivalent combination of education and experience. A candidate for this

position is required to have a valid Class D Motor Vehicle operator's license and must be able to work toward a Massachusetts Accredited Assessor (MAA) designation.

Preferred Qualifications, Education and Experience

Associate's degree in Business Administration or a related field preferred.

Knowledge, Skills & Abilities

- Knowledge of Massachusetts General Laws relating to real estate assessment and taxation.
- Knowledge of construction methods, building materials and residential architectural styles.
- Knowledge of Department of Revenue data collection standards and certification requirements.
- Must be detail oriented, organized, and have excellent public relations skills.
- Ability to successfully complete the Department of Revenue's Course 101 Assessment Administration.
- Ability to read and interpret building plans, land plans, tax maps, zoning maps and aerial imagery.
- Ability to use computer aided Mass appraisal software, Geographic Information Systems (GIS), and Microsoft Office.

Physical and Mental Job Requirements

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, sitting, standing, walking, bending, and climbing stairs. Motor skills include operating a large measuring tape, digital measuring device, office computers and equipment, and operating a motor vehicle.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

The functions of this role are conducted in both an office and field environment. The employee enters homes accompanied only by homeowner. A substantial portion of the work is performed outdoors, at which time the employee may be exposed to hostile pets and/or people, bio-hazards, traffic, weather, construction materials, landscaping and unsanitary inspection sites.

Hours of Work

- This role is paid on an hourly basis.
- This is a full-time hourly position working 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by

all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Hiring Manager _____ Date _____