

**TOWN OF STONEHAM
EMPLOYMENT OPPORTUNITY**

Data Collector, Board of Assessors

The Town of Stoneham is seeking a Data Collector for the Board of Assessors. The qualified individual will be responsible for the inspection of all real property throughout the Town of Stoneham. The primary goal of this position is the inspection of all real property on a nine year cycle in order to meet Department of Revenue guidelines. The inspection will include both an interior walk through (if possible) and exterior measurements of all fixtures to the site including the dwelling and its exterior features (i.e. patios, decks, porches, pools, etc.) as well as any other outbuildings on the premises. The data collector will be responsible for verifying or updating the data on the Property Record Card within the Assessors' database. Other duties and responsibilities may include building permit inspections and as well as administrative duties as needed. The inspection of real property is a physical task which could require the navigation of an active construction site.

The Applicant must have an Associates degree in a related field, or equivalent education as an assessor or real estate appraiser or ten years of relevant experience. Experience with Patriot Properties AssessPro CAMA software as well as a working knowledge of Massachusetts General Laws relating to the assessment of property in Massachusetts is preferred but not required. A working knowledge of Microsoft Office and the internet are required.

The Applicant will use their own vehicle for field work within the Town. A valid Massachusetts motor vehicle operator's license is required. The Applicant must undergo a Criminal Offender Record Investigation (CORI) as well as a physical examination and drug screening.

This is a part-time seasonal position averaging 18 hours per week, \$20.00 per hour with no benefits.

Completed applications, along with a cover letter and resume, must be submitted no later than August 25, 2015 at 12:00 noon to:

**Ginny Ray, Director of Human Resources
Town of Stoneham, 35 Central Street, Stoneham, MA 02180**

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer