

Help Wanted: City of New Bedford hiring for a Data Lister

CITY OF NEW BEDFORD

DATA LISTER \$41,899 – \$51,107

ASSESSOR'S

Inspects and records information and property tax valuation on residential and commercial property. Verifies all information on property record card. Produces quality and quantity necessary to meet Massachusetts appraisal standards. Measures and lists parcels to main cyclical review of standards; recently sold parcels are also required to be measured and listed individually. Photographs parcel when updates are necessary. Measures and lists parcels that have been granted building permits. Measures and lists parcels that taxpayers dispute the valuation for. Reviews taxpayer contact information and coordinates appointments. Assists in the re-mapping of parcels that need to be split or combined. Follows up on open building permits for both real and commercial property. Notes changes and updates. Reviews all real property systematically to ensure accurate and current information for tax valuation. Translates 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. Assists with translating the field data to computer terminology and entering the data into the computer. Performs a variety of technical and administrative support functions for the Assessors' Office, including some clerical functions. Assists customers and the public at the counter, when office coverage is necessary. Performs related work as required and assigned.

High school graduate or GED equivalent. At least two (2) years

of experience in the assessing, building, or appraisal field. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit **www.newbedford-ma.gov** or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement. EEO**