




Job Description

Board of Review Member

Background

<i>Reports to:</i>	Administrative Director	<i>Approved by:</i>	
<i>Supervise:</i>	none	<i>Printed Name:</i>	John P. Hanifan, City Manager
		<i>Date:</i>	January 7, 2015
		<i>Wage Scale:</i>	Board of Reivew
		<i>Work Comp Code:</i>	8810-01 Clerical
<i>Category (mark one):</i>	Exempt	Non-Exempt (that is, can be paid overtime)	
<i>Union Affiliation (mark one):</i>	None	Teamsters	POLC

Function

Review appeals of local property assessments as part of a three-member team with the assistance of the City of Chelsea Assessor.

Key Responsibilities and Duties

- Be available for required Board of Review dates (*the 3rd Tuesday in July, the 2nd Tuesday in December, and two days each week the first and third weeks of March*)
- Instruct taxpayers on the process of appealing a local tax assessment
- Maintain effective working relationships with City employees and Board Members
- Exhibit respectful customer service when interacting with local business owners and residents
- Attend training as necessary to support Board of Review responsibilities
- Perform tasks required to help support the City Assessor in Board of Review needs
- Perform other related work as necessary to support the City of Chelsea Board of Review

Necessary Qualifications

A qualified candidate will demonstrate the following skills and background.

- Is a current resident of the City of Chelsea
- Demonstrates basic knowledge of real estate, building and construction
- Holds a high school diploma or higher
- Demonstrates an ability to effectively address resident, business owner and customer concerns
- Demonstrates an ability to clearly express oneself in speech and writing

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone and be mobile in an office setting. The employee occasionally is required to use manual dexterity to type and enter data and must regularly lift or move light weight items to maintain files and other systems.

While performing the duties of this job, the employee regularly works in a business office setting where the noise level is usually quiet to moderate. The employee frequently is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk and reach with hands and arms. Specific vision abilities include close vision and distance vision.