

Associate Assessor Trainee

Regional Resource Group, Inc., is seeking a reliable and enthusiastic individual to help oversee property tax assessing activities for several of our client town Assessor's Offices located in North-Central Massachusetts. This position regularly interacts with taxpayers, real estate professionals, elected officials and the general public to explain tax assessment policies and how property valuations are set and impact resident's property tax billings. Responsibilities include the maintenance of property records, processing motor vehicle excise abatements, interacting with senior citizens and veterans on property tax exemptions, conducting property inspections on newly taxable structures, verifying real estate sales, preparing various statistical reports, preparing and submitting various Department of Revenue reports, and carrying out a myriad of responsibilities relative to the successful running of the assigned Assessors offices.

Comprehensive assessment training will be provided including coursework and on-the-job mentoring by RRG tax assessment specialists. This position requires excellent interpersonal skills; the ability to communicate effectively, both verbally and in writing; math proficiency; strong organizational skills and the ability to learn multiple computer applications. A high aptitude in MS Excel and Word is essential. We are looking for individuals with an outstanding job history and strong work ethic. A bachelor's degree is preferred.

The town assignments are rural locations and therefore having a reliable vehicle is required.

RRG has a reputation for valuing its employees and providing a collegial work environment. This is a fulltime, 40-hour a week position with a work schedule of 8:00 am – 4:00 pm with Mon-Thursdays in the assigned client towns and Fridays at our corporate office in Leominster. We offer a full package of competitive benefits.

The anticipated hiring range as a trainee is \$55,000 - \$60,000/year, depending on the applicant's background and skills coming into the position. The incumbent will be encouraged to pursue a long-term career path within RRG leading to advanced positions and compensation.

Please use the contact form at <https://rrgsystems.com/careers/> to submit your resume & cover letter.

Application Deadline: Open Until Filled

The above statements describe the general nature and level of work being performed by the individuals assigned to this job and are not an exhaustive list of the position responsibilities and duties.

Date of Job Posting: July 15, 2022