



City of Framingham, MA

August 19, 2026

Position Vacancy

RFP #27-016-01

Position: Field Assessor

Department: Assessors

Salary Range: PR2A \$63,823.76 - \$67,730.52

Schedule: Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.
Hours per week: 37.5



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled. Priority will be given to those who apply within the first 14 days.
- City Hall is located at 150 Concord Street, Room B7, in downtown Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.
- This position is covered by the Collective Bargaining Agreement between the City of Framingham and [SEIU, Local 888 Professional Union](#).

Position Purpose:

Under the direction of the Chief Assessor, the Field Assessor will be directly involved in all efforts to value all City property, will assist in the defense of assessed values during the appeals period and will help improve related processes, property data, and record keeping.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assists Chief Assessor in valuing all city property on an annual basis for DOR value approval.
2. Participates in the maintenance, correction, and update of information in City's computer assisted Mass Appraisal (CAMA) systems and various other electronic databases. Organizes and streamlines existing processes and systems to ensure accurate and efficient record keeping.
3. Responds to technical inquiries, handles all aspects of annual property data reporting requests, and manages related communications received by email, phone, and in person.
4. Meets with property owners and others regarding property values as assigned. Communicates with outside organizations and other City departments to gather additional information.

5. Conducts physical field work, individually and as part of a team, such as inspections of properties to collect and verify property data necessary for determining full and fair value for all property types. Must possess valid motor vehicle driver's license.
6. Prepares valuation summaries and spreadsheet analyses for review by Chief Assessor.
7. Assists Chief Assessor in maintenance of records and preparation of various reports as required by city and state officials, including annual new growth report for real property.
8. Provides coverage at the public counter as needed to respond to taxpayers and the public, and performs other typical office duties as needed.
9. Performs special projects and other related duties as required, directed, or as the situation dictates.

Qualifications:

- **Education and Experience:**
 - Associates degree or equivalent work experience with
 - A minimum of two (2) years of responsible experience in assessing or appraising with emphasis on exposure to real property, or work in a Massachusetts municipal assessing department.
 - Candidates must obtain Massachusetts Accredited Assessor (MAA) designation within 48 months of hiring.
- **Knowledge of:**
 - Massachusetts General Law 59 and other assessing related laws.
 - Mass appraisal value assessment process.
 - Fundamentals of CAMA systems, particularly Vision Government Solutions Appraisal software.
 - Acceptable techniques and methods used to value real property.
 - Mapping, surveying, and zoning.
 - Local codes and regulations and other related industry standards such as USPAP, Standard 6.
- **Ability to:**
 - Communicate clearly, both orally and in writing (preferably using Microsoft Excel, Outlook, and Word programs).
 - Display courtesy, patience, and tact, while maintaining a cooperative spirit with the taxpaying public and others.
 - Interpret and explain State laws and City policies related to valuation.
 - Prepare concise written reports.
 - Perform a variety of complex tasks.
 - Learn to operate software necessary to perform assigned duties.
- **Necessary Skills:**
 - Customer service
 - Organization
- **Special Requirements:**
 - Must possess valid motor vehicle driver's license.

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, lighting, noise, odors, etc. Must be able to operate basic office equipment. Outdoor work is required while inspecting properties and conducting other property analysis. Outdoor work is required in all weather conditions and there may be exposure to minor hazards and some slippery terrain. Frequently required to walk, stand, climb, bend, reach, and lift objects up to 10 lbs. Must operate digital camera, measuring tape/wheel, laser tool, and other field equipment.

Supervision Required

Works under the direction of the Chief Assessor. Performs various duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding issues not clearly defined by established procedures.

Supervisory Responsibility:

The Field Assessor does not supervise any employees.

Work Environment:

- Some work is performed in an office environment that is moderately quiet.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- Makes frequent contact with the general public, contractors and other City Departments
- Outdoor work is required in all weather conditions and there may be exposure to minor hazards and some slippery terrain.

#

