



Town of Buckfield

PO Box 179
Buckfield, ME 04220
(207) 336-2521

Part-Time Assessor

I. Background:

The Town of Buckfield, Maine has approximately 1,450 parcels. The Town is currently utilizing Trio Web software modules for producing and maintaining assessment and tax collection records for the community. However, we will soon be transitioning to Patriot Properties Software (now known as Catalis Tax & CAMA, Inc) for assessing following the completion of an ongoing town-wide revaluation. The selected individual will play a crucial role in assisting with this transition and ensuring a seamless integration with the new software.

II. Scope of Responsibilities:

The Town of Buckfield's Assessor is responsible for the inspection and assessment of all properties in the Town of Buckfield. This position interacts with the public and the individual must be able to provide exemplary customer service while explaining the tax process, responding to abatement requests, and maintaining records of ownership, taxation records, property cards, tax maps, annual audits, and other relevant assessing documents.

III. Qualifications:

The preferred candidate will be a Certified Maine Assessor with at least 1 year of prior municipal experience preferred. A valid Maine driver's license is required. Experience with Trio software is desirable.

IV. Schedule:

We are open to discussing different options for completing these duties including but not limited to flexible work scheduling or partial remote work options.

V. Compensation:

Pay is dependent on experience and will be negotiated during the hiring process.

VI. How to Apply:

Interested individuals are invited to apply by completing the employment application on our website www.buckfield.maine.gov. Please be sure to upload a cover letter and your resume as well.

VII. Questions:

Please direct any questions to the Town Manager, Cameron Hinkley.

Email: townmanager@townofbuckfield.org

Phone: 207-336-2521

We will accept applications until the position is filled. Review of applications will be ongoing as we receive materials. The Town of Buckfield is an Equal Opportunity Employer.

Posted 4/26/2024