

RECEIVED
CITY CLERK

2022-132



2022 SEP 30 A 10: 02

CITY OF AMESBURY, MA

Amesbury

Mayor **Kassandra Gove**

Office of the Mayor
City Hall, 62 Friend Street
Amesbury, MA 01913-2884

(978) 388-8121
Fax: (978) 388-6727
govek@amesburyma.gov

Certificate of Appointment

September 30, 2022

I appoint Emily Behn to the position of member of the Board of Assessors for a term to expire March 30, 2023, and I certify that said person is qualified to perform the duties of the said office, and I make this appointment solely in the interest of the City of Amesbury.

This appointment shall not become effective until twenty-one days following filing with the city clerk, in accordance with the Amesbury Home Rule Charter.


Kassandra Gove
Mayor

EMILY BEHN, CMA

Beverly, MA | ebehn94@gmail.com | (508) 685-8025 | [linkedin.com/in/emilybehn](https://www.linkedin.com/in/emilybehn)

EDUCATION

Master of Public Policy

Bachelor of Business Administration

Majors in Management, Political Science, and Economics

University of Massachusetts, Amherst | 2012-2017

PROFESSIONAL CERTIFICATION

Certified Maine Assessor (CMA); DOR 101; MAAO 200; IAAO 101, IAAO 102, IAAO 201

EXPERIENCE

Town of Ipswich, Massachusetts

Assistant Assessor | Ipswich, MA | January 2022 – Present

- Enter deeds, review and research sales, and verify property details in AssessPro
- Perform property inspections for building permits, sales review, and cyclical re-inspections; and update database to include any changes observed during these inspections
- Assist with the coordination and processing of Real Estate and Personal Property tax bills in Munis
- Use Microsoft Office to track information such as permits, sales, cyclical re-inspections, new growth, new and closed parcels, valuation changes, and neighborhood reviews
- Supervise, train, and direct administrative staff
- Respond to questions from the general public as well as internal departments
- Assist the Assessor with projects as needed, including property research, data analysis, and preparation of materials for the Board of Assessors meetings

Town of Scarborough, Maine

Assessing Coordinator | Scarborough, ME | February 2018 – October 2021

- Updated Vision CAMA system to maintain accurate assessment records in a town with active development and diverse residential, commercial, industrial, agricultural, and waterfront properties
- Assisted Deputy Assessor with reviewing sales and performing property inspections
- Wrote Standard Operating Procedures for various office activities to alleviate transition challenges
- Maintained personal property accounts by identifying new businesses, reviewing annual asset declarations, and administering State exemption and reimbursement programs
- Reviewed records to create new subdivisions and parcel splits and directed updates to the tax maps
- Prepared educational materials for the public such as property card guides and newsletter updates
- Responded to requests from Finance, Clerk, GIS, Planning/Code Enforcement, and Police Department
- Served as the Revaluation Project Manager which involved coordinating with the contractor, writing project updates for the Town newsletter and local newspaper, and responding to citizen concerns

Finance Clerk | Scarborough, ME | September 2017 – January 2018

- Provided excellent customer service while assisting the public with various transactions

MassDOT Office of Transportation Planning

Planning and Policy Fellow | Boston, MA | January 2017 – May 2017

- Conducted data analyses for use in GIS layers related to transportation planning efforts
- Assisted with planning proposals and research projects as needed

W.E.B. DuBois Library

Staff/Student Peer Training Coordinator | Amherst, MA | September 2013 – August 2017

- Trained, evaluated, and mentored student staff
- Developed a training manual for student staff with a focus on providing excellent customer service