

**TOWN OF WEST TISBURY  
PERSONNEL BOARD  
JOB CERTIFICATION FORM---9-29-2020**

JOB TITLE:     \_\_\_Data Collector/Assistant Assessor

JOB CLASSIFICATION:     \_\_\_Grade 4

JOB ADVERTISED/POSTED  
(LIST DATES AND PLACES)

(Attach copy of ad):

\_\_\_07/07/20 to present

APPLICATIONS RECEIVED: \_\_\_Cindy Noyes Sherman, Edgartown  
(Attach originals)

\_\_\_Anne Potvin, Oak Bluffs

\_\_\_Alycelee Pigman, Tisbury

\_\_\_Anthony Terlizzo, Tisbury

APPLICANT SELECTED:

\_\_\_Cindy Noyes Sherman

**DOCUMENTATION OF REFERENCE CHECKS:**

(List references that were contacted)

\_\_\_Allfour on application

**Official Start Date**     \_\_\_Like to offer 11/2/2020

\*\*If this date changes contact the PB

STARTING SALARY: GRADE \_\_\_4\_\_\_STEP\_\_\_3\_\_\_RATE\_ \$27.39 (BOA requested)

With the opportunity, after the probation period and a positive performance review, an increase to Step 4. As the employee continues she will have a performance review on her yearly anniversary as per by-law 7-5.

APPROVED:

\_\_\_\_\_  
CHAIR, PERSONNEL BOARD/DATE



**Town of West Tisbury**  
BOARD OF ASSESSORS  
P. O. Box 278  
West Tisbury, MA 02575  
508-696-0101

September 29, 2020

Personnel Board  
Ben Retmier  
Leon Brathwaite  
Rachel Rooney  
Diane Powers

RE: Assistant Assessor/Data Collector hire

Dear Board Members,

The Board of Assessors has voted to allow me to petition the Personnel Board pursuant to by-law 7-4 "starting rates for new appointments".

After meeting with Personnel, August 10, 2020, during the initial posting of our office vacancy the applicant offered the job declined based on the offered starting pay Step 3 \$27.39. As the Board was informed the applicant held municipal government experience including building knowledge that would have been an asset for our department. Due to a monetary difference of approximately \$8,000 annually the position remains vacant.

After the declined offer and re-advertisement of the position there have been an additional four interviews with varying skill levels. The candidate that has been chosen will have 20 years of municipal government as of 2021, with 11 years of that experience in the assessing department.

I am requesting compensation for this hire to start at Grade 4 Step 3 (\$27.39 hourly) with permission to perform an employee evaluation at 6 months. Provided a positive evaluation of performance is conducted I seek permission to adjust to Step 4 (\$28.76 hourly). As the employment continues they will have a performance review on their yearly anniversary as per by-law 7-5.

As we have discussed in the past, the Assessor's department creates the taxes that generate \$17.7 million dollars of the \$21.1 million (83.7%) needed to operate the town's annual budget. It is imperative to compensate employee individuals with skill in this field to assure fair and equitable distribution of that tax burden has been executed to the letter of the law.

Thank you for your consideration in this matter. I hope the Personnel Board will grant our request and assist the department to move forward fully staffed into tax billing season.

Sincerely,

Dawn Barnes, Principal Assessor, MAA  
Board of Assessors

# Cindy L. Sherman

53C Pine Street, Edgartown, MA 02539  
PO Box 2204  
Oak Bluffs, MA 02557  
Tele: (508) 939-0410  
Email: cnoyes1979@gmail.com

**OBJECTIVE** A challenging position, utilizing abilities developed through my experience and education, with the opportunity for professional growth based on my performance.

## EXPERIENCE

2017 – Present

### TOWN OF EDGARTOWN Edgartown, Massachusetts

**Job Title: Administrative Assistant to the Board of Assessors**

- Payroll
- Bill Payment
- Recording Deed
- Import of Excise information for the Town for billing purposes (automobiles and water vessels)
- Processing personal exemptions
- Processing Real Estate and personal property abatements
- Administrative duties (answering phones, customer service, processing mail, etc.)

2015-2017

### TOWN OF EDGARTOWN Edgartown, Massachusetts

**Job Title: Assistant Treasurer**

- Recording deposits
- Creating W2s and 1099s
- Bank deposits
- Printing payroll and payable checks

2010-2015

### TOWN OF OAK BLUFFS Oak Bluffs, Massachusetts

**Job Title: Assistant Town Accountant**

- Journal entries
- Creating payable warrants
- Recording payroll
- Creating and managing department budgets in system

2002-2010

### TOWN OF OAK BLUFFS Oak Bluffs, Massachusetts

**Job Title: Assessor's Office/ Treasurer's Office Administrative Assistant**

2001-2002

### TOWN OF OAK BLUFFS Oak Bluffs, Massachusetts

**Job Title: Tax Collector's Office Administrative Assistant**

## TRAINING

### UNIVERSITY OF MASSACHUSETTS, AMHERST

- 2011: Town Account Training
- 2006: Assessors' Training

## EDUCATION

### MARTHA'S VINEYARD REGIONAL HIGH SCHOOL

- Diploma Received 1999

## SKILLS

Customer service, Time management, Efficient multitasking, Strong written and oral communication skills, Munis, Excel, Microsoft Word, Adobe, Team player, Multitasking, Fast learner

**TOWN OF WEST TISBURY**

1059 STATE ROAD  
P.O. BOX 278  
WEST TISBURY, MA 02575  
PERSONNEL BOARD  
508-696-6404  
PERSONNEL@WESTTISBURY-MA.GOV  
[www.westtisbury-ma.gov](http://www.westtisbury-ma.gov)

**An Equal Opportunity Employer**

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

**I. Contact Information.**

Name Cindy L Sherman

Date 9/24/20

Address (mailing) # and Street PO Box 2204

City and State Clark Bluffs MA Zip Code 02557

Address (physical) # and Street 53 C Pine St

City and State Edgartown MA Zip Code 02539

Telephone (home)

Telephone (cell) 1-508-939-0410

E-Mail Address Cnoyes1979@gmail.com

**II. Position applying For (Please specify position title or job category).** Assistant Assessor/Data Collector

How did you hear about this position? FAW Times

Have you ever been employed by the Town of West Tisbury When? What department?  
no

**III. Education**

School	Name, Address, City, State	Type of Degree
High School	Martha's Vineyard Regional High	High School Diploma
College		
Graduate School		
Trade, Business		
Night courses		
Military Service		
Other Training		

**IV. Licenses** (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes  / No  if yes, enter expiration date 10/10/2020

What other valid licenses or certificates do you possess?

**V. Office Skills (If applicable).**

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		<input checked="" type="checkbox"/>
Knowledge of Spreadsheets		<input checked="" type="checkbox"/>
Knowledge of Databases		<input checked="" type="checkbox"/>
Automated Accounting System Knowledge		<input checked="" type="checkbox"/>
Bookkeeping Knowledge		<input checked="" type="checkbox"/>
Typing/Keyboarding		<input checked="" type="checkbox"/>

VI. Special Skills. Please list any other skills or abilities you feel are relevant:

Customer Service, written and oral communication skills, administrative, time management, efficient multi-tasker

VII. Employment History

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we contact your present employer? Yes \_\_\_ No

Employer Town of Etgaitown Address 70 Main St

Telephone 508 627-6141 Title Administrative Assistant to the Assessor

Supervisor Jo-Ann Resendes Dates Worked 7-31-17 - Present

Salary Received 54,472.60 Reason for Leaving needed a change

Description of Primary Duties: Payroll, filing 21's, counting on taxpayer recording clerks, mailings, MV exc se. billing & boats, processing exemptions, RE, MV 3, Boat Abatements, administrative duties,

VII. Employment History (continued)

Employer Town of Elytown Address 70 Main St

Telephone 308-627-6130 Title Assistant Treasurer

Supervisor Pamela Ameral Dates Worked 12 21 15 - 7 30 17

Salary Received Reason for Leaving needed a change

Description of Primary Duties: Processing Payroll, recording deposits,  
creating w-2's making bank deposits  
Printing and stuffing payable checks.

Employer Town of Oak Bluffs Address

Telephone 508-693-3554 Title Assistant Town Accountant

Supervisor Arthur Gallagher Dates Worked October 2010 - December 2015

Salary Received Reason for Leaving needed a change

Description of Primary Duties. Journal entries, creating payable  
accounts, recording payrolls, budgets, printing dep-  
budget reports, Printing & stuffing Payable Checks

**VIII. Professional References:** (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Name Arinmala Cypwinski Address \_\_\_\_\_ Phone 1-508-377-6644 Title \_\_\_\_\_

Name Karen Malenos Address \_\_\_\_\_ Phone 1-508-889-7774 Title Town Clerk

Name Rose Cagliano Address \_\_\_\_\_ Phone 1-774-563-9161 Title Orcle Bluffs Council of Aging director

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Title \_\_\_\_\_

**IX. Criminal History.** The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

**X. Employment of Minors.**

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: NO

**XI. Medical Information.**

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

**XII. Lie Detector Test.**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.



**XIII. Signature.**

**CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.**

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) *Cindy L Sherman*

Applicant Signature *Cindy L Sherman*

Date. *9-24-20*

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