

## ASSESSOR'S CLERK

### **Position Purpose:**

The purpose of this position is to perform responsible administrative, clerical, and record keeping work of moderate difficulty and responsibility in supporting the operations of the Board of Assessors; and all other related work as required. The Assessor's Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

*Supervision Received:* Work is performed under the general direction of the Board of Assessors, referring only unusual cases to the Lead Assessor. This position is subject to review and evaluation according to the town's personnel policy.

*Supervision Given:* None.

### **Job Environment:**

Work is performed under typical office conditions; the noise level is moderate.

Operates a computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with other town departments, real estate agents, developers, attorneys, and appraisers; makes constant contacts with the general public. Contacts are in person, in writing, and by telephone; contacts consist of an informational exchange dialogue.

Has access to limited department-related confidential information including personal information about citizens.

Errors could result in delay, reduced levels of department services, and have possible legal and financial repercussions.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types 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.)*

Generates and commits excise tax bills; prints and mails for the Collector's office. Administers abatements. Prints commitment sheet for the Collector and Town Accountant.

Prints real estate tax bills.

Maintains applications for exemptions and administers abatements. Assists the public in completing applications.

Updates field cards, map and parcel book, and computer records when receiving deeds from the Registry of Deeds. Prepares information sheets on new deeds for other town departments.

Provides information in person, by telephone, and in writing to property owners and others regarding the town's assessment policies. Assists the public in locating properties on Assessors' maps.

Sketches properties in the computer when requested.

Prepares Board of Assessors payroll when requested.

Composes and types letters for the Board of Assessors as needed.

Checks and certifies abutters list for the Board of Appeals, the Planning Board and other boards.

In the absence of the Administrative Assistant, attends monthly Board of Assessors' meeting; takes minutes.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school education; one to two years of clerical or record keeping experience; experience working with the public highly desirable; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Working knowledge of standard bookkeeping principles, procedures, records and forms. Thorough knowledge of office procedures, practices and terminology. General knowledge of local government and its operations helpful.

*Ability:* Ability to explain state and local procedures and regulations concerning assessments, abatements, and exemptions. Ability to handle inquiries and/or complaints tactfully and effectively. Ability to communicate effectively in written and verbal form. Ability to establish and maintain complex record keeping systems.

*Skill:* Skill in operating computers and applicable software applications. Good verbal communication skills. Excellent customer service skills.

Physical Requirements:

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 essential functions. Lifts/moves objects weighing up to 10 pounds. Types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all office equipment and machines.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*