

ASSESSORS CLERK

Town of Whitingham

Employee Name _____ Date _____

Department: Assessors Office
FLSA Status: Non-Exempt
Part-time / Hourly (as needed)
Reports to: Selectboard

OBJECTIVE / PURPOSE:

The position of Assessors Clerk was created after the town voted to eliminate the office of Town Lister and replace it with a professionally qualified tax assessor who shall have the same powers, duties and discharge thereof as the elected Listers. The professional assessor requires a local clerk to help with the following:

DUTIES AND RESPONSIBILITIES:

- ✓ Liaison with NEMRC
- ✓ Liaison with the Selectboard (or their representative) with respect to services or Grand List issues
- ✓ Communicate with the public, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- ✓ Specific Office Duties include:
 - Conduct all Lister responsibilities along with NEMRC
 - Grand List utilization along with tax collector
 - CAMA and APEX utilization
 - Homestead Downloads – weekly starting February 15th of each year, through December 31st (coordinate with Town Clerk)
 - Compare to last year
 - Business use of out buildings
 - Business use % of home
 - Rental use % of home
 - Process Property Transfers (NEMRC to assist as needed)
 - Process Name and Address Changes
 - Process Current use downloads (together with NEMRC)
 - Process Grievance Notification (together with NEMRC)
 - Process Veterans Exemptions
 - Process Sales Verifications (if clerk changes values, NEMRC must review)
 - Equalization Review (together with NEMRC)
 - Generate Grand List
 - Lodge Abstract Grand List (May 31st) together with NEMRC
 - Lodge Grand List (June 21st) together with NEMRC
 - Provide Grand List information to Treasurer for tax rate calculation (~July 17)

- Generate and File PRC and Cost Reports (together with NEMRC)
- Review real estate data (together with NEMRC)
- 411 documentation of changes (together with NEMRC)
 - Send State 411 form (August and January of each year) together with NEMRC
- “As Billed” book – treasurer should reconcile to
- Process Assessment of all properties for Grand List (together with NEMRC)
- Review and process all building and/or zoning permits (together with NEMRC)
 - Keep schedule and organize inspections of properties with permits
 - Inspect and process permits for new build properties (together with NEMRC)
 - Inspect and process permits for additions and/or changes (together with NEMRC)
 - Inspect and process re-inspection of permits for incomplete properties (together with NEMRC)
- Keep track and organize photos, sketches
- Data entry of properties (together with NEMRC)
- Photos of properties (together with NEMRC)
- Sketching of properties (together with NEMRC)
- Valuation of properties for Grand List (together with NEMRC)
- Current Use Valuation (together with NEMRC)
- Current Use Withdrawal Valuation (together with NEMRC)
- Current Use Grievance Hearings (together with NEMRC)
- Grievance hearings (together with NEMRC)
- BCA Hearings (together with NEMRC)
- State and court hearings (together with NEMRC)
- Prepare transfers for mappers, Mylars will come from Town Clerk
- Check subsidy housing (April 15th of each year)
- Update Utility Values (May 1st of each year, together with NEMRC)
- Report of Errors and Omissions to the Selectboard for signing by December 31st of each year
- Certificate of No Appeal Pending to the Selectboard for signing (as due)

KNOWLEDGE, SKILLS AND ABILITIES:

- ✓ Knowledge and understanding of Computer-Assisted Mass Appraisal (CAMA) software module in order to:
 - Enter data into CAMA system at the direction of the professional assessor
 - Enter/modify sketches
 - Download and link photos in data files
 - Generate new cost reports and PRC’s for records
- ✓ Knowledge and understanding of the Grand List in order to:
 - Complete property transfers
 - General new parcels
 - Update Grand List data for changes to records
 - Download HS 122 files and check certifications
 - Download business use percentages and enter data into CAMA
 - Assist with Current Use downloads
- ✓ A good background in the workings of town government either through experience and/or education

- ✓ Good writing and oral presentation skills
- ✓ Experience handling confidential situations (and related paperwork).
- ✓ Ability to:
 - Deal with the general public in a positive and civil manner
 - Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
 - Deal with the public, other officials, members of other boards and state and federal officers or representatives in a manner that is diplomatic, firm and knowledgeable. Communicate well, and to work well with others
 - Compile, copy, sort and file records of office activities, business transactions, and other activities
 - Perform general clerical functions such as sorts, routes and type materials from typed or handwritten copy; prepares correspondence, reports and other documents
 - Maintain confidentiality and privacy requirement of customer and departments pursuant to state law and local regulations
 - Utilize computerized data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary, and summarizes data in preparation of standardized reports
 - Organize and maintain files of records and correspondence of both a routine and confidential nature
 - Interpret routine administrative policies and decisions as necessary; provide information to the public with regard to these policies
 - Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers
 - Compute, record and proofread data and other information such as records or reports
 - Maintain and update filing, inventory, mailings, mailing of change of appraisal notices, and data base systems, either manually or using a computer
 - Review files, records and other documents to obtain information to respond to requests
 - Process and prepare documents, conduct complex analysis reports on utility usage
 - Troubleshoot problems involving office equipment, such as photocopier, computer hardware and software
 - Compile relative reports
- ✓ May be required to train other staff members to perform work activities, such as using computer equipment and applications
- ✓ Employee will remain familiar and comply with all relevant federal and state laws and regulations
- ✓ Employee will report any and all accidents or injuries to the Selectboard Office or the Town Clerk within 24 hours of the event. Accidents or injuries will be reported on forms provided by the town. (See Personnel Policy)
- ✓ Employee may be required to perform duties other than those listed in job summary as necessary, at the direction of the Selectboard or their authorized representative.

TOOLS / TECHNOLOGY:

- Must be able to work with email
- Must be able to use Microsoft Office programs including but not limited to Word and Excel
- Must be able to navigate the internet
- Must be able to quickly learn a new database software system
- Must be able to use CAMA, NEMRC and APEX software

PHYSICAL AND MENTAL DEMANDS:

- Must be able to abruptly switch focus 5-10 times throughout the day to address frequently changing priorities
- Requires the ability to maintain mental focus to produce accurate reports and documentation
- Requires the ability to prioritize multiple pressing issues and make presentations to the Selectboard and the public that are succinct and easily understood
- Must be organized, have ability to file and retrieve documents as needed
- Must be able to interact with the public in a calm manner
- Must be aware of privacy rules and act accordingly
- Occasionally required to lift or move up to 40 pounds
- Must be physically capable of bending and kneeling to perform administrative duties
- Must have the ability to use multiple forms of vision, including close, distance, peripheral and depth perception
- Must be able to accept constructive criticism and to work effectively as part of a team
- Must have the ability to carry out written and/or oral directives or instructions
- Must maintain a legal driving license and have own vehicle to travel to property addresses to assist the contracted Assessor as needed
- Must be able to sit, talk and hear
- Must be able to use hands to finger, handle, and feel to operate objects, tools or controls
- Must be able to reach with hands and arms

WORK ENVIRONMENT / CONDITIONS:

The physical demands and work environment described in this document 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.

- Quiet office
- Nighttime meetings may occasionally be required
- Travel to trainings or meetings within the State of Vermont is required several times a year
- Travel to property locations within Whitingham is required at various times
- Occasional light physical effort is required in performing duties under typical office conditions

TERMS OF EMPLOYMENT:

1. Part-time, hourly. Estimated to be a 5-10 hour per week job. Over 40 hours in a pay week requires Selectboard approval.

2. The Town of Whitingham is an Equal Employment Opportunity employer.
3. The Town of Whitingham is an At-Will employer.

DISCLAIMERS:

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

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I have received and understand the requirements, essential functions and duties of this position:

Employee Signature

Date