

Job Title: Assistant to the Board of Assessors	Hours per week: 40	FLSA Status: Non-Exempt
Reports to: Board of Assessors	Department: Assessors	Grade: 5
Created date:	Revised date:	Approved date: xx/xx/2008
Created by:	Revised by:	Approved by:

TOWN OF STERLING
ASSISTANT TO THE BOARD OF ASSESSORS

Statement of Duties

Performs responsible and complex administrative and clerical work requiring a great deal of attention to details and sequencing of actions in processing work, and in maintaining financial records consistent with department policies and procedures; all other related work as required.

Acts as a representative of the Assessors Office to receive and answer inquires regarding public record information including but not limited to parcel owner and assessment information, data requests and assistance with map interpretation. Correspondence includes telephone and voicemail, email, mail and in-person inquiries from taxpayers, builders, attorneys, appraisers, real estate agents and other Town departments. Interacts with public to answer taxpayer questions and assessment explanations. Assists public with qualifications and application processes of statutory exemptions (which includes Veterans, Widows, Elderly and the Blind) chapter land, Real Estate and Excise Tax abatements.

Assists other Town departments with parcel and title research.

Supervision:

Works under the general direction of the Board of Assessors. Generally establishes own work plan and priorities, to complete routine work assignments. New or unusual assignments may require additional instruction and supervisory review.

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.

Maintains inventory of all departmental equipment and supplies. Prepares and process all department purchase orders from appropriate vendors and the ordering of the necessary state required forms.

Reviews and implements procedures into office operations to keep compliant with new laws and guidelines. Works with DOR representatives to coordinate and complete reporting requirements.

Prepares and reconciles office department budget, accounts receivable and payables. Also, reconciles with the Town Accountant the monthly department budget/expense comparison.

Prepares department payroll and maintains personnel records including overtime and leave accruals (sick and vacation).

Prepares and processes all excise abatements, statutory exemptions and classified chapter land applications for approval by Board of Assessors.

Maintains all respective files and reporting requirements. Protects confidentiality of all non-public information.

Reconciles all commitments, abatements, exemptions and overlay. Maintains all operational and property record card files.

Prepares all necessary paperwork for Board meetings including the minutes, commitments of all taxes, excises and approvals, denials, reports and agenda's. Handles office correspondence and reports all office activity to Board.

Involved with Senior work off program.

Maintains property database in Vision CAMA system. Collects and forwards data to mapping company for annual tax map update. This includes Plans, A & R's and processes the deeds retrieved from the Worcester South Registry database, which involves updating the Property Record cards as well as identifying changes that would affect mapping and assessing of property and possible problems.

Performs fieldwork with Building Inspector for Building Permits.

Processes data entry of all inspection data including cyclical inspection data. This includes the mailing of the Questionnaire sent to homeowners during the cyclical inspection and new home owners. Assists Data-Collector as necessary. Mails and receives the yearly 3 ABC Forms, Statutory Exemption Applications, Return of all (3) Chapter Land Applications and Form of List. Verification of all property sales with sales questionnaires, deed review and DOR sale coding. Prepares monthly sales reports for public room.

Calculates all rollback taxes and maintains Chapter land data and classified land tax liens. This includes preparing new liens, removal of liens after rollbacks have been paid and then forwarding original documents to the Registry for recording .

Performs all other tasks as required or directed by the Board of Assessors.

Office Reports:

Provides and certifies "Abutters List" for Town Boards, general public, contractors, surveying Companies using GIS.

Responsible for the creation and preparation of the Revised and Omitted Report, Statutory Exemption Reimbursement Report and prepares the Articles for the Assessors Office for the Annual Town Meeting.

Processes the monthly Motor Vehicle abatement turnover report for the Accountant and Treasurer.

Provides certificates for all real estate and personal property abatements, exemptions

for the Treasurer and prepares reports for the Accountant and DOR to receive the Town's reimbursement.

Knowledge, Ability and Skill

Knowledge:

Basic knowledge of municipal accounting principles, property assessment functions, office practices and procedures, office terminology, procedures and equipment.

Working knowledge of Town government.

Working knowledge of applicable office and financial software programs.

Ability:

Ability to interact in a positive and effective manner with employees and the general public.

Ability to communicate effectively, orally and in writing.

Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner.

Skill:

Excellent planning and organizational skills.

Excellent employee relations and public relations skills and ability to handle multiple tasks.

Good judgment and integrity and able to maintain effective staff and community relations.

DOR Course 101 Massachusetts Accredited Assessor Designation preferred (re-certification every 3 years, which requires 43 hours of classes, seminars, workshops, conferences and training.)

Familiarity with Vision CAMA System Ability to use Microsoft Office Excel, Word, Outlook, Point software, Kelley and Ryan excise billing program, Quicken, Cartographies and the new Query Manager Notary Public

Physical Requirements:

Minimal physical effort generally required in performing administrative, counseling duties.

Position requires the ability to operate a keyboard and standard office equipment.

Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change