

**Position Purpose:**

Performs responsible and complex administrative and clerical duties to assist with varied duties in the Assessing Office to include maintenance of records, processing varied applications and providing customer service. Performs all other related work as required.

**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.)*

- Provides general daily phone and counter assistance.
- Assists the public with any real estate concerns. Processes motor vehicle abatements and abutters' lists.
- Processes bi-monthly excise abatements and turnover report to the Collector/Treasurer's office.
- Prepares all necessary paperwork for Board meetings including posting of meetings and agenda. Attends all Board meetings and takes the minutes. Prepares all paperwork to be signed by the Board for processing of abatements, exemptions, warrants, chapter land applications, payroll, and payables.
- 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 cards files.
- Processes any warrants to collect excise commitments and real estate, personal property, rollback, and omitted taxes.
- Enters new deeds received monthly from the Registry into the CAMA Vision system.
- Assists taxpayers with submitting real estate and personal property abatement applications and records them.
- Maintains inventory of all departmental equipment and supplies. Prepares and processes department purchase orders and orders necessary state 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 receivables 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).
- Maintains property database in Vision CAMA system. Collects and forwards data to mapping company for annual tax update.
- 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 homeowners.
- 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.
- Provides verification of all property sales and sales questionnaires, deed review and DOR sale coding.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Associate's Degree; two to four years three years of related experience, finance, assessing desirable and municipal experience a plus; or an equivalent combination of education and experience. DOR Course 101 Massachusetts accredited Assessor designation, municipal or real estate experience preferred.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of standard office practices and procedures. Knowledge of assessment practices, maps, deeds, town layout, and laws pertaining to property assessment. Working knowledge of MA laws and regulations governing taxes, exemptions, and assessment on real property. Knowledge of policies and procedures relating to municipal assessing. Knowledge of modern office equipment and software packages.

*Ability:* Ability to work independently and prioritize tasks. Ability to organize and maintain records, and the ability to communicate effectively verbally and in writing.

*Skill:* Excellent communication, interpersonal and organizational skills. High attention to detail skills. Proficient computer skills utilizing a variety of software applications including Microsoft Office and Vision software.

**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.*

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Works under the direction of the Assessor, and work is performed independently requesting assistance with unusual situations which do not have clear precedents.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with taxpayers, builders, attorneys, appraisers, real estate agents and other town departments, and consist of an information exchange dialogue, discussing routine and semi-complex issues.

- Has access to department confidential information, including personal information about taxpayers.
- Errors could result in delays or loss of service and monetary loss and/or legal repercussions.

*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.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***