

ASSESSING CLERK I

DISTINGUISHING FEATURES OF THE CLASS: This is clerical processing work of a high order involving the participation in the office clerical work of an Assessor's office using a computer-assisted real property information system. The job involves understanding of the complete clerical process flowing from technical and administrative assessing functions, involving the integration of a variety of data containing a number of variables. The incumbent has an independent responsibility for making sure that any changes in the characteristics of a parcel are duly recorded, entered into the computer system and incorporated onto the tax maps. Other incidental work related to clerical processing may also be required. The work is performed under the general administrative supervision of the Assessor or Assessing Clerk II. Work direction is exercised over lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains files and computerized database for all residential and commercial properties within the town which describe characteristics of those properties such as location, acreage, owner's name and address, fire district, kind of deed, etc.;

Computes new assessments as appropriate;

Forwards tax map changes to Drafter and proofreads same when returned;

Enters information and maintains files on sold and/or subdivided properties, easements and rights of way;

Monitors the processing of various tax exemptions such as veteran's, senior citizen's, handicapped and business improvement exemptions;

Records sales and transfers of property;

Answer questions and provides information to the public by phone, mail and in person;

Takes part in assessment grievance hearings by scheduling appointments, providing information to the review board and correcting assessments or errors and making adjustments as required;

Assists the public in the timely completion of grievance forms;

Maintains various records including timesheets and prepares periodic reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of terminology and procedures used in computer processing of municipal assessing records; good knowledge of business arithmetic and English; ability to understand and coordinate the recording of a variety of changes which affect the assessment of commercial and residential properties; ability to prepare correspondence and reports from general instruction.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical work or business experience, at least one (1) year of which involved non-routine duties and one (1) year of which must have been in assessing or real property appraisal work. (The non-routine duties and experience in assessing or real property appraisal may be gained concurrently.)

(over)

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis for business or secretarial curricula and on a two-for-one basis for any other curriculum.