

Position Purpose: Provides support to the Town Administrator, performing a wide range of administrative support and serves as the Assessing Clerk.

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.)

- Answers or direct questions regarding property assessments, local sales and market values, abatement process, property locations, planning and zoning inquiries to proper authority.
- Provides assistance and direction to public questions concerning tax exemptions and eligibility, zoning compliance permits, timber and excavation tax and tax maps.
- Responsible for all work forwarded from the contracted assessing firm to the Town for annual updates to assessment record, to include but not limited to data entry, exemptions/credit corrections.
- Assists the Assessors with the 5-year revaluation process.
- Assists the Town Administrator with the property tax warrant process.
- Prepares and proofs timber/excavation intents, reports and warrants.
- Prepares and proofs current use applications and warrants for land use change tax.
- Assists the Assessors with annual abatement and appeals process as well as other duties as needed.
- Maintains and updates orderly filing system for Town Administrator's records, assessing records and forms at front reception area for the public.
- Updates all property assessing records as necessary to reflect sales, address changes and 911 numbering.
- Creates and maintains annual assessing and mapping update files for assessors and tax mappers to include new subdivisions, boundary line adjustments, mergers, site plan approvals and other assessment changes.

- Assists the public with completion of Zoning Compliance Applications; verifies that information is provided in its entirety per the Zoning Ordinance and State requirements relative to buildings; works with the Zoning Review Officer to deal with any non-compliant issues and processes.
- Provides assistance and direction to questions concerning zoning compliance form requirements, handles minor public concerns, and attempts to create a communication balance between the public and municipality.
- Processes mail as needed.
- Responsible for posting agendas, notices and advertisements, including upkeep on the town website and PEG station.
- Responsible for overseeing the annual maintenance of town buildings; including recordkeeping and scheduling of such maintenance.
- Assist the Administration office with counter, phone, and general office duties.
- Assists the Town Administrator with correspondence, projects, etc.
- Researches, prepares and maintains materials related to special projects and performs other related duties as required that Town Administrator may assign.
- Assists in forwarding advertisements in accordance with the law and postings as required by state statute and as directed by the Town Administrator.
- Completes town census and annual questionnaires.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience: Associates Degree in Business or related field; 3 years of progressively responsible experience in municipal assessing and permitting; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the basic principles and practices of municipal assessing transactions, methods and procedures; town and basic state laws and regulations affecting work; computers applications as they are used in the work of the position.

Ability: To work with various computer applications such as word, spreadsheets, databases bookkeeping and assessing software; to set up and type accurately a variety of records, reports and related materials; to work well with others under pressure and multi-task with efficiency and organization; to maintain a high level of professionalism and confidentiality; and to maintain a positive working relationship with officials, department heads, employees and the general public.

Skills: Oral and written communication, organization, taking accurate and detailed messages, use of a calculator, writing and proofreading, typing and the use of computers and software related to position, filing, bookkeeping and recordkeeping.

Physical Requirements: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

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.

Supervision:

Supervision Scope: Positions has no formal assigned supervisory responsibility or authority.

Supervision Received: Works under the general direction of the Town Administrator who makes assignments by defining objectives, priorities and deadlines; assists the employee with situations that do not have clear precedents.

Supervision Given: None

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, and town officials.

ASSESSING CLERK

THORNTON, NH

- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

(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.)