

# **Assessing Clerk Job Description Town of Norwich**

## **1. General Purpose**

- 1.1. This is a 20 hour per week position that is responsible for a variety of assessing functions, including the provision of assessment information, processing of property transfers, preparation of assessment reports, file maintenance, basic corrections to property record cards and assessment related activity in the Assessor's Office.
- 1.2. The Assessing Clerk plans and carries out daily work with a high degree of independence, and in accordance with standard practices of the office, assessment practices and procedures, and previous training. The Clerk brings questionable cases to the Town Manager or Assessor for discussion and resolution.
- 1.3. This is a part-time position with an average of 20 hour per week.

## **2. Supervision Received**

- 2.1. Reports to and works for the Town Manager and for assessing functions works under the general supervision of the Assessor.

## **3. Essential Duties And Responsibilities**

- 3.1. The following may not include all duties of this position.
- 3.2. Performs a variety of assessment related responsibilities of a recurring and repetitive nature, usually involving a number of steps to be followed.
- 3.3. Relies on advice and guidance of the Assessor when dealing with issues of a more complex nature.
- 3.4. Well defined or detailed instructions, especially state law and generally accepted assessment and appraisal practices, cover most of the important aspects of the work, but judgment is necessary to select the appropriate procedure or instruction to pursue or to interpret a document. Accuracy and dependability, as well as the ability to meet deadlines are important aspects of the position.
- 3.5. The position has constant contact with the public for the purpose of providing assessment information and providing basic research assistance.
- 3.6. Has contact with other town staff in order to supply assessment information, and/or to obtain information necessary to maintain accurate property assessment records.
- 3.7. Provide assessment information to public and taxpayers. Explain public access computer procedure, use of maps and sales books.
- 3.8. Explain revaluation process and principles and explain assessment codes and tables.
- 3.9. Data entry and review of field work as completed by the Assessor into the CAMA system.
- 3.10. Process title transfers: enter new owner names, addresses, and other pertinent data into the appropriate computer programs; compare deed descriptions with tax maps and make note of discrepancies.
- 3.11. Assist with preparation of the Board of Listers meeting agendas.

- 3.12. Track and maintain files for Use Value Appraisal.
- 3.13. Meet with and explain Use Value Appraisal to property owners, and the general public, including developers, appraisers and attorneys.
- 3.14. Maintain property files, general files, appraisal files, and map/plan files for office.
- 3.15. Maintain and update Building Permit change file.
- 3.16. Maintain and update Sales Record Books.
- 3.17. Performs other related duties as assigned by the Town Manager.

#### **4. Peripheral Duties**

- 4.1. Sort and process daily mail.
- 4.2. Responsible for tracking:
  - 4.2.1. Abatements
  - 4.2.2. Assessment Changes
  - 4.2.3. Property Valuation and Review Appeals and Superior Court cases
  - 4.2.4. Building Permits
  - 4.2.5. Correspondence
  - 4.2.6. Use Value Appraisal and Land Use Change Tax
  - 4.2.7. Exemptions
  - 4.2.8. Map changes, new and amended plans from the Planning Department and Development Review Board
  - 4.2.9. Property transfers
  - 4.2.10. Sales Book
  - 4.2.11. Appointments for the Assessor

#### **5. Minimum Qualifications**

- 5.1. High School diploma or equivalent
- 5.2. Computer skills, public relations, office practice or other related fields.
- 5.3. Willingness to continue education in Vermont assessing practices.
- 5.4. Ability to acquire the essential duties and knowledge outlined in this job description.

#### **6. Knowledge, Skills and Abilities**

- 6.1. Working knowledge of mathematics, word processors, spreadsheets, databases and CAMA programs.
- 6.2. Knowledge of office management practices.
- 6.3. Have working knowledge of state and local regulations governing taxes, exemptions, and assessment of real property.

- 6.4. Basic knowledge of building construction; organizational skills; the ability to read and interpret deeds, maps and survey plans.
- 6.5. Ability to work well with the public, especially with argumentative customers.
- 6.6. Ability to handle tasks simultaneously; and the ability to meet work deadlines.

**7. Physical Demands**

- 7.1. 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 as described under Work Environment.

**8. Work Environment**

- 8.1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated. The employee may be asked to perform outside building inspections, requiring use of a vehicle, walking on uneven terrain and use of tape measure.

**9. Other Guidelines**

- 9.1. The examples of duties are intended only as illustrations of the various types of work 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.
- 9.2. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:



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Town Manager

02-14-12

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Date