

**Administrative Clerk (Generalist) – Finance, Listing/Assessing, & Other
Job Description
Town of Norwich, Vermont – December 2017**

1. General Purpose

- 1.1. Finance. Assist in accounts payable, payroll, tax collection, banking, and their related tasks.
- 1.2. Listing/Assessing. Responsible for a variety of listing/assessing functions, including the provision of assessment information, processing of property transfers, preparation of listing/assessment reports, file maintenance, basic corrections to property record cards and listing/assessment-related activity. Provide general administrative support to the Board of Listers as a whole, in accordance with statutory requirements and typical listing/assessing practices and procedures. Bring questionable cases to the Board of Listers for the board's consideration.
- 1.3. Other (not involving finance or listing/assessing). As assigned by the Town Manager, provide administrative support to other Department Heads related to those respective departments' duties and responsibilities.
- 1.4. General responsibilities and requirements. Ability to juggle multiple projects with superb accuracy, strong administrative skills, exceptional "customer service" skills (over the phone and in person with the public at-large and Town staff), and strong sense of urgency and problem solving skills.
- 1.5. This is a permanent, full-time position with an average of 40 hours weekly, at the Grade 14 level, including benefits.

2. Supervision Received

- 2.1. For non-listing/assessing tasks, reports to and works for the Town Manager but may be under the direct supervision of one or more Department Heads, depending on the specificity of the assigned tasks.
- 2.2. For listing/assessing tasks, under the direct supervision of the Board of Listers, as a whole (i.e., not to any single Lister). Administratively, reports to the Town Manager related to employee/personnel matters and all other matters of the position not statutorily defined related to listing/assessing.

3. Essential Duties And Responsibilities

- 3.1. The following may not include all duties of this position.
- 3.2. Finance:
 - 3.2.1. Review, stamp, and distribute invoices to Town departments for approval. Once approved, enter into system for payment, checking for accuracy, purchase orders and duplicate payments. Receive approval of the Town Manager of list of bills to be paid. Update vendor information and remittance addresses and W9 information as needed. Prepare checks and warrant for submittal to the Selectboard at biweekly internals. File in vendor files and mail payments.
 - 3.2.2. Review and verify accuracy of payroll time sheets for: 1) authorization, 2) total hours, 3) expenditure account, and 4) rate of pay. Enter hours and minutes into payroll system for payment, review edit report, and submit to the Town Manager for approval. Prepare payroll checks and warrant for Selectboard. This includes electronic and paper checks and doing money transfers using on-line banking. Distribute or mail paychecks as directed. This may also include preparing weekly

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and quarterly reports for retirement, state income tax withholding, and unemployment reports.

- 3.2.3. Assist in the collection of current and delinquent taxes, year-end closings, and with the annual audit of the Town financial records.
- 3.2.4. Serve as relief for the Finance Director during absences from the office.
- 3.2.5. Other office duties as required – daily deposits, telephone inquiries, filing, mailings, organizing, typing, ordering supplies, general journal entries, preparing and updating spreadsheets, etc.
- 3.2.6. Act as purchasing agent for bulk purchases of office supplies and other commonly used materials for all departments in a manner most advantageous to the Town.

3.3. Listing/Assessing:

- 3.3.1. Plans and carries out work with a high degree of independence. Performs a variety of responsibilities of a recurring and repetitive nature, usually involving a prescriptive number of steps.
- 3.3.2. Relies on advice and guidance of the Board of Listers when dealing with issues of a more complex nature.
- 3.3.3. Well defined or detailed instructions, especially state law and generally accepted listing/assessing/appraisal practices, cover most aspects of work. But good judgment is necessary to select the appropriate procedure or instruction to pursue or to interpret a document. Accuracy, dependability, and the ability to meet deadlines are important aspects of the position.
- 3.3.4. Has contact with the public for providing listing/assessing information and providing basic research help.
- 3.3.5. Has contact with Town staff to provide listing/assessing information, and obtain information from them necessary to maintain accurate property records.
- 3.3.6. Explain public access computer procedure, use of maps, and sales books.
- 3.3.7. Explain valuation/appraisal process and principles and explain related codes and tables.
- 3.3.8. Conduct data entry and review fieldwork completed by the Board of Listers (and contract Assessor) into the CAMA system.
- 3.3.9. Process property 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.
- 3.3.10. Assist with preparation of the Board of Listers' meeting agendas and minutes.
- 3.3.11. Track and maintain files for Use Value Appraisal.
- 3.3.12. Meet with and explain Use Value Appraisal to property owners, and the general public, including developers, appraisers and attorneys.
- 3.3.13. Maintain property files, general files, appraisal files, and map/plan files for office.
- 3.3.14. Maintain and update Building Permit change file.
- 3.3.15. Maintain and update Sales Record Books.
- 3.3.16. Perform other related duties as may be required by state statute/rule.

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3.4. Other (not involving finance or listing/assessing):

3.4.1. As assigned by the Town Manager, carry out other administrative tasks to help respective Department Heads conduct their duties and responsibilities. Most likely departments involved include the Recreation and Public Works Departments.

4. Minimum Qualifications

- 4.1. High School diploma or equivalent, with preference in financial and/or office administration and governmental experience.
- 4.2. Ability to work with the public, including sometimes adversarial situations all the while conducting quality “customer service”.
- 4.3. Computer skills (preference in *Windows* and *Microsoft Office*, especially *Excel*, *NEMRC*, *AssessPro*, and *CAMA*), public relations, office practice or other related fields.
- 4.4. Ability to meet deadlines and multi-task.
- 4.5. Willingness to continue education, especially related to finance and listing/assessing.
- 4.6. Ability to acquire the essential duties and knowledge outlined in this job description.

5. Physical Demands

5.1. 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.

6. Work Environment

6.1. The work environment involves everyday risks or discomforts requiring 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 a tape measure. The employee regularly will be in contact with members of the public at-large, including some persons exhibiting an agitated or argumentative demeanor.

7. Other Guidelines

- 7.1. 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.
- 7.2. This 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.

Acknowledged:

Norwich Selectboard

Norwich Board of Listers

Date: _____

Date: _____

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Mary Layton, Chair

Cheryl Lindberg, Chair

John Pepper, Vice-Chair

Kris Clement

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