

**Administrative Clerk – Lister Office
Job Description
Town of Norwich, Vermont**

1. General Purpose

- 1.1. 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.
- 1.2. This is a permanent, part-time position with a minimum of 15 hours weekly, at the Grade 12 level, depending upon experience and does not include benefits.

2. Supervision Received

- 2.1. For listing/assessing tasks, under the direct supervision of the Board of Listers, as a whole (i.e., not to any single Lister). H/R guidance available from Assistant to the Town Manger.

3. Essential Duties And Responsibilities

- 3.1. The following may not include all duties of this position.
- 3.2. Listing/Assessing:
 - 3.2.1. 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.
 - 3.2.2. Relies on advice and guidance of the Board of Listers when dealing with issues of a more complex nature.
 - 3.2.3. Well defined or detailed instructions, especially state law and generally accepted listing/assessing/appraisal practices, cover most aspects of work. 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.
 - 3.2.4. Has contact with the public for providing listing/assessing information and providing basic research help.
 - 3.2.5. Has contact with Town staff to provide listing/assessing information, and obtain information from them necessary to maintain accurate property records.
 - 3.2.6. Explain public access computer procedure, use of maps, and sales books.
 - 3.2.7. Explain valuation/appraisal process and principles and explain related codes and tables.
 - 3.2.8. Conduct data entry and review fieldwork completed by the Board of Listers (and contract Assessor) into the CAMA system.
 - 3.2.9. 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.
 - 3.2.10. Assist with preparation of the Board of Listers' meeting agendas, posting of agendas and taking minutes.
 - 3.2.11. Track and maintain files for Use Value Appraisal.

- 3.2.12. Meet with and explain Use Value Appraisal to property owners, and the general public, including developers, appraisers and attorneys.
- 3.2.13. Maintain property files, general files, appraisal files, and map/plan files for office.
- 3.2.14. Maintain and update Building Permit change file.
- 3.2.15. Maintain and update Sales Record Books.
- 3.2.16. Perform other related duties as may be required by State Statute/rule.

4. Minimum Qualifications

- 4.1. High School diploma or equivalent, with preference in Vermont government 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 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.

Norwich Board of Listers

Date: _____