

Town of Truro

Job Description

Assessor's Clerk

Title: Assessor's Clerk (OA1)
Classification Grade: Grade 7
Reports To: Deputy Assessor, then Assistant Deputy Assessor

Salary Basis (Hourly):
Liuna Union Position

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY14	\$18.85	\$19.53	\$20.19	\$20.83	\$21.55	\$22.19

Average work week is twenty-one hours.
(7/1/12)

Job Environment:

Work is performed in a typical office setting. Must be willing to interact well with fellow employees and the public in a courteous, helpful and respectful manner and to lend assistance where needed.

Specific Duties:

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.

1. Answers phone and responds to public counter, providing assistance to those seeking information or copies of assessment records and/or seeking information or guidance to apply for abatement or exemption of real estate, personal property, motor vehicle or boat excise taxes.
2. Performs various clerical duties, including word processing and filing in response to daily mail and fax requests for copies, address changes, information, etc.
3. Assists Assistant Deputy Assessor with regular processing of motor vehicle and boat abatement applications, preparing abutters' lists for Planning Board, ZBA, Conservation and other applicable boards, maintaining owner and property information files and some data input of information related to the above. May assume more independence in these areas as proficiency develops.

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4. Interacts with other Town Hall departments, particularly the Clerk/Treasurer/Collector's office and the Building and Health Departments regarding taxpayer issues and building/health matters relating to assessment.
5. Performs other job-related work as required.

Desired/Required Qualifications:

1. General knowledge of the principles, methods and techniques of real and personal property assessment.
2. General understanding and knowledge of the Massachusetts General Laws and local rules and regulations relating to the assessing department.
3. Extensive knowledge of computer operations and related software applications including spreadsheet and word processing.
4. Ability to understand and explain pertinent state and local laws, procedures and regulations.
5. Ability to display tact, diplomacy and patience in dealing with the general public.
6. Ability to express oneself clearly, both verbally and in writing in the English language is required.
7. Ability to work independently with minimal amount of supervision.
8. Dependability and a good work attitude.
9. Organizational skills are required.
10. Aptitude for working with numbers and good attention to detail.
11. Knowledge of mapping procedures.
12. Ability to sit at a computer for long periods of time while operating a keyboard at efficient speed.

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13. Ability to work at the counter for varied periods of time when assisting the general public.
14. Occasionally moves various books and boxes weighing up to 30 pounds.
15. Ability to stand and walk.
16. Specific vision abilities required including close and distance vision, peripheral vision, and the ability to adjust focus.

Minimum Qualifications

Education and Experience:

High School graduate; course work and specialized training in property appraisal and/or assessment administration desirable; two years of related experience, preferably in the real estate industry; or any equivalent combination of education and experience.

Special Requirements:

A valid Massachusetts motor vehicle operators' license is required.

(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.)