

**TOWN OF BARRE
POSITION DESCRIPTION**

Position Title: Assessors Clerk
Departments: Assessors
Reports to: Working Assessor
Exempt/Non-Exempt Status: Non-Exempt

Grade Classification: CL-3
Position Description Approved:
Position Description Revised: 07-22-15

Position Summary:

Responsible routine clerical and secretarial work of a diversified nature coordinating and maintaining the Board of Assessors records, efforts and activities and daily office operations; all other related work as required.

Supervision Received:

Works under the general direction of the Working Assessors and the policy direction of the Board of Assessors in strict accordance with applicable provisions of the Massachusetts General Laws, town bylaws and the regulations and procedures of the Massachusetts Department of Revenue (DOR). Unusual situations referred to supervisor.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

Performs varied routine technical and clerical work in maintaining the operations of the Assessor's office. Follows clearly prescribed practice and involving straight forward application of rules and procedures. Errors can result in legal repercussions, delay, administrative problem and adverse public relations. Has access to department-related confidential information. Frequent contact with the general public, appraiser, realtors and others requiring courtesy and tact.

Prepares and posts Assessors notices.

Prepares list of building permits by location for field inspection by Working Assessor.

Prepares annual mailings and received and processes corresponding documents such as: Form of Lists, 3 ABC Forms, Chapter 61A applications, and Exemption Forms. Provides technical assistance in completing forms and applications as requested. Notifies Working Assessor of changes and new applications. Prepares necessary follow-up such as notification to applicants and certificates.

Prepares needed paperwork relating to apportioned, revised and omitted assessments and reassessments.

Prepares approved abatement certificates and forms.

Provides ongoing maintenance of departmental data base and records including: identification and filing of deeds from the Registry, forwards copies of same to mapper and verifies work of mapper when complete; maintains motor vehicle excise files and processing applications and prepares certificates and forms. Prepares commitments and warrants as needed for Board authorization; transmits to Treasurer/Collector and Accountant. Prepares bill vouchers and maintains department account records.

As requested by the public, provides appropriate, general information regarding assessment policies and procedures such as valuation, abatements and exemptions. Assists the public in locating properties on the Assessors maps. Provides other town boards and officials with certified lists of abutters.

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Maintains and updates property records files using computer and manual systems as appropriate.

Attends and takes minutes at Board of Assessors meetings.

Attends professional meetings, training programs and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts tax assessment requirements.

Desired Minimum Qualifications:

Education and Experience:

High school diploma or GED supplemented by coursework in real estate appraisal and a minimum of two to three years' experience in an office setting, preferably in an Assessors or Real Estate Office; or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of general office procedures and skill required in the performance of secretarial and clerical duties. Ability to perform accurate data entry and retrieval using Assessors computer programs. Ability to deal with the public in a diplomatic and efficient manner. Ability to communicate clearly and concisely in person, by phone, and in writing. Ability to establish and maintain effective working relationships with town officials, taxpayers and members of the real-estate, banking and business community. Ability to organize time and work independently. Ability to accomplish tasks within established time frames. Mathematical ability and skill in maintaining accurate, detailed records. Skill in operation of listed tools and equipment.

Tools and Equipment Used:

The position requires the ability to operate standard office equipment including but not limited to: personal computer programs, spreadsheets, word processing software, telephone, calculator, fax machine, copy machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, and reach. The employee must be able to speak and hear. The employee is frequently required to use hands to finger, handle or operate objects, tools or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors under general office conditions. The noise level in the work environment comes from office equipment and the general public and is usually low to moderate.

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Work Schedule:

The work schedule is generally regular with variable periods of extreme activity at times when deadlines are approaching. Work is generally moderately paced. In general the position requires 17 hours per week which includes some evening hours.

Selection Guidelines:

The successful candidate will be chosen the Board of Assessors through the hiring procedures set forth in the town's Personnel Policy Manual.

Summary:

The duties listed above 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.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.