

City of Claremont, New Hampshire Position Description

Position Title:	Assessing Clerk	Union/Merit:	AFSME Union - Clerical
Reports to:	Chief Assessor	Grade Level-Points:	Level II
Department:	Assessing	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

Performs administrative and clerical assessment functions under the direction and supervision of the Chief Assessor for the City and assists the public with routine assessment inquiries.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Receives telephone calls and visitors to the department. Screens all inquiries for determination of issues and/or questions; answers routine inquiries based on a thorough knowledge of department operations as defined by the supervisor. Order forms and supplies as needed.
2. Data processing including a variety of correspondence, memoranda, forms, notices and reports. All work products shall be reviewed in final form to ensure correct spelling, grammar and punctuation.
3. Maintain department's filing system, including perpetual filing to ensure that all files are in a secure file at all times. Tracking logs and Assessing Reference Manual.
4. Maintain Computer Assisted Mass Appraisal System (CAMA) property record cards and generate reports. Flag for updates and set up assessing routes for inspection by assessor.
5. Attend meetings, take and transcribe minutes from meetings as requested.
6. Update changes in the Tax Billing System as directed by the Chief Assessor.
7. Maintain and update Current Use files.
8. Maintain and update Timber and Yield Tax files.
9. Maintain and update Excavation and Excavation Activity files.
10. Maintain and update Exemption and Credit files for eligible Veterans/Elderly, Physically Handicapped Etc.
11. Maintain and update Exempt and Non-Taxable Property files.

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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 use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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12. Maintain and update Deed Transfers, including calculation of tax stamps, owner and address changes.
13. Maintain and update Building Permit change file.
14. Maintain and update Sales Record Books.
15. Run Property Tax Warrants and check for accuracy.
16. Familiarize RSA's and 600 Rules pertinent to job.
17. Perform basic bookkeeping, collect and record fees, process collected funds.
18. Process and track Property Inventories (if applicable) and attach changes to the Property Record Card.
19. Assist the public in completing applications and review for completeness and accuracy; review for compliance and refer to the Assessor.
20. Maintains familiarity with and executes safe work procedures associated with assigned work.
21. Perform other related duties as assigned.

Peripheral Duties

Tracking Log/Trace Reports - Responsible for:

- Abatements
- Assessment Changes
- Board of Tax and Land Appeal/Superior Court
- Building Permits
- Correspondence
- Current Use Applications and Land Use Change Tax
- Exemptions - Charitable/Religious/Educational
- Exemptions, Credits and Tax Deferral
- Intent to Cut Timber and Yield Tax
- Intent to Excavate and Activity Tax
- Map Changes/New and Amended plans from the Planning Board
- Sales Ration Study - Transfer of Property - Process Deeds
- Establish Sales Book
- Tax Rate - Equalization Ratio History
- Prepare / Issue Warrants
- Appointments for the Assessor

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Desired Minimum Qualifications

Education and Experience:

High School Diploma or equivalent, with course work in basis office practices supplemented by specialized training in secretarial skills, computer literacy, experience in transcription; minimum of two years office experience, preferably in a municipality; or equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Willingness to continue education in New Hampshire State RSA's, Assessing practices, computer skills, public relations, office practice or other related fields.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Operations particular to department assigned.
- Familiarity with New Hampshire State tax laws.
- Working knowledge of personal computer hardware and software including familiarity with the use of various software programs including word processing, electronic spreadsheets and databases including CAMA systems.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Transcribe letters and reports.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- The use of the tools and equipment listed below.

Supervision Received

Works under the broad policy guidance and direction of the Chief Assessor. The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations, as amended on an ongoing basis.

Supervision Exercised

None

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Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

None Required

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/inserter, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 99% Outside: 1%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically quiet.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required
LIFT 11 to 25 lbs.: Occasionally required
LIFT 26 to 50 lbs.: Rarely required
LIFT over 50 lbs.: Not required

CARRY up to 10 lbs.: Occasionally required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required
Bending: Occasionally required
Crawling: Rarely required
Squatting: Occasionally required
Kneeling: Occasionally required
Crouching: Occasionally required

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<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Grasping:</u>	Frequently required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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