

SENIOR DEPARTMENT ASSISTANT, ASSESSING DEPARTMENT

Definition

Performs office, administrative and record keeping work to assist the Deputy Assessor with the operation of the office and administering daily operations; all other related work, as required.

Essential Functions

The essential functions or duties listed below are illustrations of the type 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.

Assist the public and answer questions; Relays information in person, by phone, in writing and by electronic media; maintains computer record system of real and personal properties including ownership, collected data and valuations, maintains record system on excise taxes; updates data including transfer information; Performs research as directed by the Deputy Assessor.

Maintains office records and filing system including field cards, "forms of list", abatements, deferrals, exemptions warrants and correspondence; prepares payroll and maintains departmental financial records; purchases supplies; maintains cash drawer; makes deposits; pay bills.

Prepared special state and local reports including sales reports, probate reports, reimbursements for exemptions and exempt property reports; perform data entry tasks such as entering exemption information; research issues for the Board of Assessors.

Processes road, water and septic betterment information and maintains betterment records system; Assists the public with abatement and exemption applications.

May supervise the equivalent of 2 full-time employees or volunteers. May be required to perform functions of subordinate employees in their absence. May be required to notice, post and advertise meetings; May be required to attend day and night meetings to produce a written record of the proceedings for Board approval; Files records with the Town Clerk

Performs other similar or related duties, as required or as situation dictates.

Supervision

Works under the general supervision of the Deputy Assessor, following department rules, regulations and policies; duties require the ability to plan and perform operations and independently complete assigned tasks according to prescribed time schedules.

Work Environment

*Brewster, Massachusetts
Senior Department Assistant - Assessing Department*

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Work is performed in office conditions, with frequent interruptions to respond to requests for information or service; work is subject to fluctuations, and administrative deadlines.

Employee operates standard office equipment and has frequent contact with the general public and town employees.

The employee has access to department confidential information; Errors could result in delay of service, monetary loss or legal repercussions.

Recommended Minimum Qualifications

Education and Experience

High school degree required. Advanced training desired; Associate's degree desired; Minimum two years office experience or related experience; municipal experience preferred; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge of office practices and procedures; knowledge of the basic financial record keeping; familiarity with town government; knowledge of the real estate industry desired. Additional training required to become proficient.

Ability to interact appropriately and tactfully with customers, ability to maintain detailed records; ability to explain Department policies and procedures to customers; ability to work independently.

Skill working with people and managing details; computer skills; interpersonal skills; organizational skills.

Physical Requirements

Minimal physical effort is required to perform duties in office conditions. The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

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.