

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Assessor's Assistant	DATE:	March 2005
DEPARTMENT:	Assessor's Office	GRADE:	B
REPORTS TO:	Principal Assessor		

SUMMARY

Responsible for providing administrative, clerical and technical duties associated with the activities and operations of the Assessor's office. Responsibilities include researching, analyzing and processing property assessment transactions, maintaining databases, updating maps and manual files, and assisting the public in understanding assessments or procedures for tax abatements.

ESSENTIAL FUNCTIONS

Assist and respond to public inquires in-person, by telephone and mail regarding valuations, property records, property ownership, betterments, tax abatements and exemptions for real estate, motor vehicles, and personal property.

Research, analyze and process property assessment transactions, including reviewing and researching deeds, trusts, plot plans and coding real estate deed transfers.

Maintain records by updating and changing appraisal, personal property, financial and permit data. Update maps and manual files with changes to property records, liens, betterments, taxes, abatements and exemptions.

Create and maintain betterment related activity records and calculate installment and payoff figures. Update Chapter Land properties and report changes. Calculate rollback and conveyance taxes. Prepare legal recordings of Chapter Land liens or release of liens.

Explain assessments and valuation procedures regarding abatements, exemptions and Chapter Land. Assist taxpayers in the completion of applications and application processing for abatements and exemptions. Investigate requests and prepare documentation for review by the Board of Assessors. Process applications after final review and vote by Board.

Prepare abutters' lists and map reproductions. Maintain lists and files of qualified taxpayers for tax exemptions or deferral. Prepare and process Payments in Lieu of Taxes for collection.

Process motor vehicle abatement requests. Process Registry of Motor Vehicle commitments and excise recommits to and from other communities.

Prepare and maintain all personal property accounts and records. Calculate and track growth.

Collect payments and reconcile receipts. Submit payments to Treasurer's Office. Check, prove and prepare commitments and warrants for signature.

Schedule appointments and meetings for Department Head and Board of Assessors. Prepare agenda, related memoranda and correspondence; records and transcribes minutes; distributes meeting minutes, performs follow-up on Board's actions.

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SECONDARY RESPONSIBILITIES

- Order office supplies.
- Process department's accounts payable.
- Prepare department's payroll for processing.
- Attend training sessions to maintain currency on procedures and legislation that have impact on the Assessors Office and functions.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Associate's degree in business or secretarial science and 3 to 5 years' job-related experience; or any equivalent combination of education and experience.

Minimum Knowledge, Skills and Abilities

Requires knowledge of accounting, office procedures, and bookkeeping. Coursework in real estate is desirable.

Proficiency with computer software applications including word-processing and spreadsheets required. Requires solid typing skills, accurate data-entry and recordkeeping skills. Position requires strong attention to detail and organization/time management skills.

Effective customer service and communication skills are required to address a wide-ranging public audience. Contacts require courtesy, tact and diplomacy to resolve issues.

Requires the ability to work independently.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- thorough understanding of Massachusetts General Laws as they pertain to property assessment and municipal finance for tax purposes and Town By-laws,
- proficiency in the department's specific software applications, including mapping and permitting; databases; and financial billing software,
- general knowledge of Appellate Tax Board procedures,
- basic knowledge of the functions and operations of other Town departments, with specific knowledge of the water and sewer department, treasury, collections, and inspection services.

Tools and Equipment Used

The employee is required to use a personal computer, general office equipment, and engineering copier.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally lift and/or move up to 10 pounds. The responsibilities require close vision to view detailed maps and printouts. Requires the application

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of manual dexterity in combination with eye-hand coordination to operate a keyboard, generate maps, and operate general office equipment.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in an office setting with a high volume of public traffic.