

Town of Conway, NH

POSITION: Assessing Clerk

DEPARTMENT: Assessing

REPORTS TO: Deputy Assessor

GENERAL SUMMARY

Performs technical and clerical assessment functions under the direction of the Town Assessor and interacts with the Public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the public with general questions concerning assessing, and property assessment cards and researching when necessary.
- Assists the public with filling out applications for the Elderly, Blind and Disabled Exemption/Credit procuring all proper documentation, finalizing the completed application and inputting the same after Selectmen's Approval or Denial.
- Assists the public with filling out applications for the Veteran's Tax Credit / Exemption, procuring all proper documentation, researching eligibility, updating changes due to ownership, trust or death.
- Assists the public with application for the Current Use Classification, Conservation Easements, Discretionary Preservation Easements, map identification and creation, procuring all proper documentation, finalizing the completed application for the . Selectmen's approval or denial and proper recording, maintaining tracking system for follow-up verifications and documentations or statutory updates.
- Assists in preparing financial reports required by the DRA, financial institutions and other organizations and agencies as needed under the direction of the Assessor.
- Processes Timber and Gravel Tax Applications, billing and maintains files.
- Processes financial end of Abatements and Tax Appeals, procures all proper Documentation, calculates estimated refund and interest then transmits to the Assessor; processing final documentation and the payment of any amount due after Selectmen's Approval or Denial, and maintains files of the same.
- Maintains CAMA property cards and generates reports.
- Maintains files for tax map changes and works with the mapping company to update tax maps on an annual or as needed basis.
- Maintains files pertaining State Audit Requirements.
- Creates new parcels per subdivision plans, BLA and Mergers under the direction of the Assessor.

- Enters in Building permits received by the Code Enforcement Officer to create a flag for the Assessor to review.
- Maintains property owner's addresses and changes received by the Tax Collector: researches property owner's correct mailing addresses. Makes all necessary changes in CAMA system.
- Maintains all property ownership transfers, qualifying each transaction and Assessor's sales book with supporting information.
- Maintains Exempt Properties list, procuring all proper documentation to finalize for Assessor's Approval or Denial.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or GED equivalent, and documented training in computer, secretarial and clerical skills.

Three years of municipal experience in assessing and accounting desirable.

Or any equivalent combination of education, training, and experience which demonstrates possession of the required knowledge, skills and ability.

Preference is given to those with experience.

Knowledge, Skills and Abilities

- Knowledge of various software programs, which include Microsoft Office, Tax/GIS Mapping, CAMA and any further programs that are required.
- Knowledge of State RSA's relative to the assessment of property, including exemptions, credits, alternative taxing.
- Knowledge of Current Use Criteria, Land Use Changes and Assessing updates.
- Knowledge of assessment practices, maps, deeds, town layout and laws.
- Skilled in computer, secretarial and clerical functions.
- Ability to make mathematical computations, read and understand plans and maps
- Ability to maintain professionalism at all times, while occasionally working under pressure and within time constraints.

SUPERVISION EXERCISED

None.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone and other general office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

WORK ENVIRONMENT

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

Work is primarily performed in office setting. Some travel to offsite locations may be required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
