

SECRETARY TO BOARD OF ASSESSORS

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position is responsible for the day-to-day functioning of the office of the elected Board of Assessors of a Town. Extensive contact with the public is required, as is specialized office record keeping. Under general supervision of the Board of Assessors, Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the public, both at the counter and by telephone, with information regarding assessments;
Reads and processes all deeds and property transfers;
Enters all assessment data and changes onto field sheets or books, property record cards, assessment roll and on various other records, either manually or by automated systems;
Maintains property record folders;
Processes all exemptions (Aged, STAR, Veteran's, Non-Profit) including the initial mailing, keeping track of submissions, and processing in the computer;
Prepares and summarizes assessment data;
Tracks building permit applications for assessment purposes, including making up cards and copies for assessors to take into the field for data collection;
Tracks Small Claims and certiorari cases;
Receives grievances and maintains case file for Board of Assessment Review;
Maintains tax maps;
Forwards tax map changes to County Director of Real Property;
Prepares correspondence regarding routine assessment matters;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

DISTINGUISHING FEATURES OF THE CLASS: Familiarity with the field of real estate and assessment; good knowledge of modern office practices, terminology, procedures, and equipment; mathematical ability; ability to plan and organize; ability to deal effectively with the public; ability to get along with others; resourcefulness; initiative; accuracy; neatness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years clerical, real estate, or assessment-related experience.