

Assessing Assistant/Technician

Summary

Performs administrative/technical and clerical assessment functions under the direction and supervision of the Board of Assessors and Town Administrator for the Town and assists the public with routine assessment inquiries.

Supervision Received

Works under the supervision of the Board of Assessors and the Town Administrator. Performs administrative and clerical duties independently, exercising judgment and tact in answering inquiries and forwarding in detailed summary fashion all matters warranting the Assessors attention and determination.

Supervision Exercised

None

Examples of Duties

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of 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 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 Assessor.
7. Maintain and up-date Current Use files.

8. Maintain and up-date Timber and Yield Tax files.
9. Maintain and up-date Excavation and Excavation Activity files.
10. Maintain and up-date Exemption and Credit files for eligible Veterans/Elderly, Physically Handicapped etc...)
11. Maintain and up-date Exempt and Non-Taxable Property files.
12. Maintain and up-date Deed Transfers, including calculation of tax stamps, Owner and Address changes.
13. Maintain and up-date Building Permit change file
14. Maintain and up-date Sales Record Books.
15. Run Property Tax Warrants and check for accuracy.
16. Familiarize RSA's and 600 Rules pertinent to job.
17. Process and track Property Inventories (if applicable) attach changes to the Property Record card.
18. Assist the public in completing applications and review for completeness and accuracy; review for compliance and refer to the Assessor.
19. Any other task or function requested by the Board of Assessors/Town Administrator.

Tracking Log /Trace Reports
Responsible for:

- Abatements
- Assessment Changes
- Board of Tax and Land Appeal/Superior Court
- Building Permits
- Correspondence
- Current Use Applications
- Current Use Land Use Change Tax
- Exemption – Charitable/Religious/Educational
- Exemption/Credits and Tax Deferral
- Intent to Cut Timber and Yield Tax
- Intent to Excavate and Activity Tax
- Map Changes/New and Amended plans from Planning Board
- Sales Ratio Study- Transfer of Property- Process Deeds
- Establish Sales Book

- Tax Rate – Equalization Ratio History
- MS1 (preliminary)
- Issue Warrants
- Appointments for the Assessor

Perform other related duties as required.

Knowledge, Skills and Abilities Required:

Knowledge of operations particular to department assigned. Proficiency in computer skills required to process data into the computer system accurately and rapidly. Ability to transcribe letters and reports. Considerable knowledge of business English grammar, spelling, vocabulary, and mathematics. Must be detail oriented. Ability to communicate in oral and written form. Ability to maintain accurate records and files. Ability to maintain confidentiality and professionalism at all times, while occasionally working under pressure and within time constraints.

Considerable knowledge of Assessing procedures and administration, computer applications, modern office practices and procedures. Knowledge of computer application including MS-Word and Excel. (Mass Appraisal experience on CAMA systems a plus.)

Ability to establish and maintain effective working relationships as a team member, with other departments, employees, and the general public. Knowledge of State RSA's, State Current Use Criteria, Harvesting Laws, Town Ordinances and Policies.

Minimum Qualifications Required:

High School Diploma or equivalent, with course work in basic 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. Property Appraisal experience a plus.

Willingness to continue education in New Hampshire State RSA's, Assessing practices, Computer skills, Public Relations, office practice or other related fields.