

JOB TITLE: ASSESSING ASSISTANT

BRIEF JOB DESCRIPTION: Performs varied, routine, and moderately complex tasks of a skilled nature associated with maintaining the assessing records of the Town in a dynamic office environment while employing the latest generally accepted assessing practices. Provides office coverage for the Planning/Code Enforcement, and Administrative Offices.

SUPERVISION: Immediate supervisor shall be the Town Assessor.

EMPLOYMENT STATUS: Full-time (40 hours per week) hourly. 8:15 a.m. to 4:15 p.m., Monday through Friday. Occasional overtime hours may be required with compensatory time off available depending on organizational need.

DUTIES AND RESPONSIBILITIES: Although the position is not necessarily limited to the following, performance of these types of duties/responsibilities is required. The following is intended to be illustrative of the expected tasks/functions within two general fields (Assessing and General Office Support) for the position as described:

Assessing:

- Assists Town Assessor in the performance of his/her duties with the goal of improving the efficiency and effectiveness of their office.
- Maintains assessing records of the Town in accordance with State laws, regulations, generally accepted Assessing practices, and the policies and procedures established by the Town and its Assessor.
- Assists in the creation and maintenance of manual and electronic assessing, property, and tax information/records of the Town. Become familiar with the automated record keeping systems including the Computer Assisted Mass Appraisal (CAMA) System of the Town and assist the Assessor in maintaining and upgrading such systems with assistance of the Town's computer consultant.
- Informs Assessor of appointments, schedules, deadlines, meetings, and of new and pressing developments affecting the functions, duties, and responsibilities of the Assessor.
- Flag properties for updates by reviewing building permits and other resources and arrange for inspections by the Assessor.
- Prepares, maintains, and updates files pertaining to Current Use, Barn Preservation Easements, and Conservation Easements, and maintains logs of these records.
- Receives, logs, completes, tracks, and submits for final approval of the Assessor, inquiries from the Board of Tax and Land Appeals (BTLA), Department of Revenue Administration (DRA), and other assessing related agencies and responds to same upon receiving approval of the Assessor.

- Assist taxpayers with filing of exemption and/or tax credit applications and abatement requests. Maintain and update these files accordingly as establish by the Assessor.
- Assist taxpayers with the filing of tax-exempt properties applications/forms. Maintain and update Exempt and Non-Taxable Property files accordingly as establish by the Assessor.
- Searches written, electronic, and/or microfiche records received from the Rockingham County Registry of Deeds, Probate Court, and other sources to identify owners and property within the Town of Stratham and updates Town records accordingly. Calculates sale prices from corresponding tax stamps.
- Maintains and updates monthly sales book, owner and/or location indexes for the Town for public use.
- Creates, changes, and updates information on property cards via data input as provided by the Assessor and as received from County records.
- Monitors Town boards, commissions, and/or committees activities and actions in order to be a resource person to the Assessor and to identify new properties and owners, and their respective uses, to be assessed.
- Assist in preparations for annually updating the Town's Tax Maps.
- Works closely with the Assessor and Tax Collector to insure a smooth and accurate creation of that year's tax warrant.

General Office Support:

- Serves as receptionist, answers telephone for the Administrative/Assessing/Finance Offices, and routes those calls to the appropriate station. Takes messages for these Offices and/or forwards to the appropriate voice mailbox. Screens all inquiries for determination of issues and/or questions; answers routine inquiries based on thorough knowledge of the Town and its operations as defined by the supervisor.
- Takes pending reservations for use of the Park and Municipal Center and maintains calendars for each. Makes appointments when necessary to attend Selectmen's meetings for approval of reservations. Interacts with building maintenance, Park, and/or Recreation personnel for orderly scheduling and coordination of services.
- Maintains and orders supplies for the Assessing Office while maintaining an orderly inventory of the supplies.
- Responds to inquiries from individuals and/or organizations regarding property assessments and assessing practices. Distribute forms and information, as appropriate, to the public upon their request. Assists Town employees, public officials and the general public.

- Promotes and maintains effective working relationships with the public, Town departments, and Town employees.
- Prepares and maintains appropriate financial records and forms pertaining assessing practices.
- Maintains an appropriate level of confidentiality regarding records of the Town.
- Maintains files and records of the Town and of its officials in an orderly, safe, and secure manner.
- Makes appointments, maintains schedules, and takes telephone messages for appropriate personnel.
- Types correspondence from handwritten notes or recorded dictation.
- Distributes, copies, faxes, and/or prepares correspondence, postings, minutes, and other documents as necessary and directed in a timely and accurate manner.
- Conducts research and collects data as directed.
- Creates, establishes, designs, and/or maintains databases as needed.
- Avail oneself to training opportunities related to assessing as they arise and are approved by the supervisor.
- Run short errands as situations may require.
- Be familiar with and execute safe work procedures associated with assigned tasks.
- Assist other Town personnel as personal workload allows and priorities dictate when directed.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS: The position requires a person to lift and carry objects up to 25 pounds; full range of movement for reaching; dexterity associated with typing, computer use, telephone use, use of a calculator, copier and fax machine, and other common office equipment in a standard office environment. Cognitive and sensory ability to effectively communicate with the general public in all forms of communication; visual and manual ability to use a microfilm/fiche reader.

SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES: A person in this position will possess the following:

- Minimum of a High School diploma/G.E.D. Associates degree or post secondary education certificate in any of the following preferred: accounting, bookkeeping, appraising, or paralegal studies concentrated in property law.
- One to two years of formal experience in general office, bookkeeping/accounting, and/or assessing practices. Knowledge/familiarity with generally accepted clerical principles and practices required. Experience with real estate law desirable.
- Operational knowledge of computers in a Windows environment with a proficiency in MS Office, QuickBooks, Quicken or similar word processing / spreadsheet / automated accounting applications. Keyboarding/typing at a minimum of 50 wpm desirable.
- Ability to easily perform detailed work with numerical data, which requires basic and advanced mathematical computations, in a rapid and accurate manner. Attention to detail and accuracy is required.
- Ability to perform routine and repetitive tasks that, once learned, can be executed under general supervision, which will be reviewed on a regular basis to insure accuracy and completeness of assigned tasks.
- Ability to handle difficult people.
- Ability to handle multiple priorities and to meet deadlines.
- Ability to maintain confidentiality and professionalism at all times, while occasionally working under pressure and within time constraints.
- Ability to attend to many items simultaneously and/or in sequence.
- Ability to exercise proper discretion and to discern between matters deemed to be routine or which require the attention by other appropriate personnel.
- Ability to establish a working knowledge of pertinent statutes, rules, regulations, ordinances, policies, and procedures and to maintain a current and accurate knowledge of same which are subject to change.
- Ability to read and interpret sketches, parcel maps, plans, and legal descriptions.
- Ability to communicate with the public and co-workers in maintaining a harmonious and cooperative working environment.
- Experience or demonstrated ability to working with diverse groups of people.

- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written, essential. Ability to observe, identify, and communicate suggestions and/or options with initiative helpful.

STARTING WAGE RATE: \$15.00 to \$18.00 per hour depending on qualifications, education, and/or experience.