

TOWN OF WARREN

JOB DESCRIPTION-ASSESSOR CLERK

POSITION DESCRIPTION: Performs clerical duties and customer service for the Assessor's Office. Works under the direct supervision of the Board of Assessors. Reports to the Town Administrator. Works in coordination with the Assistant Assessor. Part-time position (19 hours) covered by the Town's Personnel By-Laws.

JOB ENVIRONMENT: Work is performed in the Assessor's Office in the Municipal Building. All hours worked are daytime, weekday hours. Scheduled working hours are based on the operational needs of the office with the approval from the Board of Selectmen and Town Administrator.

ESSENTIAL FUNCTIONS:

1. Assists with accepting, verifying, and processing various types of abatement and exemption applications.
2. Works with figures
3. Possesses strong computer skills to include general data entry and the applications of Word, Excel, and Outlook.
4. Familiar with use and function of tax maps and property field cards
5. Daily filing
6. Answers phones
7. Provides superior customer service.
8. Works well with others, is a team player.
9. Takes direction well.

ADDITIONAL WORK PERFORMED:

1. Assists in preparing Abutter Lists
2. Maintain databases
3. Maintain spreadsheets

QUALIFICATIONS: High school graduate; some post-secondary education in office skills or business is desirable. Previous office experience is preferred. Should be able to work with figures. Must be able to type and perform data entry. Must be able to use a calculator. Will be required to understand sections of Mass General Laws that pertain to abatements and exemptions. A working knowledge of VADAR and Patriot software is a benefit but not required.

PHYSICAL REQUIREMENTS: Job is performed in an office with most time spent seated at a desk working on a computer. Frequently will go to various offices on the first and second floor to obtain information from other Municipal offices. Some standing, bending, stooping and light lifting.