

TOWN OF MILTON
Job Description

Title: Assessment Clerk (Part-time)
(Position Effective July 1, 2004)

Dated: Revised June 14, 2018

Department: Listers Department

Reports to: Finance Director

OVERVIEW OF POSITION

This position is responsible for a variety of clerical and administrative functions for the Assessor's Office. Provides assistance in carrying out all daily operations of the assessor's office, with a focus on organization and maintenance of the department's computerized record system.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Respond to inquiries from the public (by telephone or in person) regarding assessments, property files and related matters. Determine the exact nature of problems or complaints, investigate and respond or route to appropriate staff.

Maintain official records of all properties on the Grand List, updating owner, address and other pertinent information as necessary.

Maintain property transfer tax records

Assist in assigning tax map numbers to new properties and create related files.

Back up computer files and trouble shoot operating system problems;

Confer regularly with supervisors and other Town department personnel to plan and coordinate activities, investigate and resolve problems, exchange information.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Excellent typing, spelling, filing, reception, and other administrative and organizational skills. Good reading, writing and math skills. Relevant training or experience in use of word processing and spreadsheet programs and other computerized systems. Must be very detail oriented.

Ability to deal courteously and efficiently with a variety of individuals, including the Board of Listers, Town officials and staff, Town residents, and representatives of outside organizations.

Ability to use discretion in handling confidential information.

Education or Formal Training:

Associate's degree in an appropriate discipline; may substitute two (2) years of training and/or work experience for education.

Experience:

Two (2) years general clerical and public relations experience required.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES

The staff will work in an office environment which can require standing and walking. Candidates must possess the ability to do bending, pushing, pulling, reaching and occasional lifting of up to 25 pounds.