

## **Job Description**

**Title:** Assessor's Clerk

**Supervision:** The Clerk is hired/appointed by the Board of Assessors and reports directly to them.

**Hours/Compensation:** Position is a part time hourly, non-exempt position that requires up to 10 hours per week. Compensation is determined at town meeting.

**Benefits:** As this position requires less than 20 hours per week no town benefits, including health care and retirement are offered. Part-time employees must participate in the OBRA retirement program.

**Job Environment:** Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

### **Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

- Clerical, record keeping and support work for the Board of Assessors and Assistant Assessor and all other work as required.
- Collecting new Town of Monterey deed at the Southern Berkshire Registry of Deeds monthly. Process these deeds in the AssessPro database. Catalog deeds and mail those showing property line changes to Cartographic Associates for updating. Deeds are filed for each year in numerical order by book and page. Update owner information at the beginning of each new calendar year.
- Work with Tax Collector to process and maintain all requests for Motor Vehicle Excise Tax Abatements. Process monthly list of tax abatements for motor vehicle, real estate and personal property taxes. Work with Tax Collector and Town Accountant to close out the books each year.
- Process Warrant to Collector and Commitment Notices as requested by Tax Collector with copies given to both Collector and Town Accountant.
- Process and maintain records for accounts payable and payroll for the Assessing Department. Turn in schedule of bills payable to Town Accountant.
- Prepare agendas and minutes for monthly meetings. Agendas are given to the Town Clerk and Administrative Assistant through the town website link for posting. Minutes are emailed to the Administrative Assistant for posting.
- Maintain a list of all seniors and veterans eligible for exemptions. Mail annual exemption request forms to Senior Citizens and Veterans. Process requests and

- give to Assistant Assessor for property card updates. File annually for State reimbursement of exemptions from the Department of Revenue.
- Process requests for the Tax Work-Off Abatement Program in conjunction with the Treasurer.
  - Process the receipt of annual Chapter 61 requests and give the list to the Assistant Assessor.
  - When requested by the Town Accountant, process the Approved Overlay Surplus amount for the Board of Assessors.
  - Maintain the plat file.

**Recommended Minimum Qualifications:**

**Education & Experience:** High school diploma and a valid driver's license.

**Knowledge, Ability and Skill:**

- Knowledge of both Macintosh and Windows programs as well as other office equipment.
- Excellent organizational skills, the ability to work with minimal supervision and the use of good judgment and tact regarding the requirements of the position.
- Ability to work well with the public and other Town employees.
- Minimal physical effort required to perform functions under typical office conditions.
- Position requires the ability to operate a keyboard.
- Ability to access large, heavy files at the Registry of Deed.