

ASSESSING/LAND USE ASSISTANT

PLYMOUTH, NH

Position Purpose:

Performs responsible administrative and clerical duties to assist with varied duties in the Assessing Office to include maintenance of records, processing varied applications and providing customer service. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists taxpayers and public with general questions on a variety of municipal aspects.
- Updates and maintains E911 addresses, working with the Fire Department.
- Receives, prepares for Assessor's review and approval, and processes elderly exemptions, veteran's credits, and blind applications once reviewed by Assessor.
- Responsible for software issues pertaining to CAMA, mapping, and related software.
- Receives, processes, and generates bills for timber and gravel tax applications, checking with the Tax Collector for taxes paid/unpaid.
- Updates sales history in CAMA software. Maintains CAMA property cards, generates reports, and inputs changes.
- Receives timber and gravel reports by due dates, calculates timber and gravel tax, and submits timber and gravel Intents and Reports to DRA
- Maintains files for tax map changes and works with mapping company to update tax maps annually.
- Identifies, compiles, and directs assessing contractor to pick up outstanding building permits as well as inspections.
- Provides customer service answering questions regarding property values, processing excise tax, veterans, and senior abatements.
- Responsible for compiling property abatements for review by the Town Assessor and prepares for Select Board's signature. Sends approval or denial letters for abatements.
- Maintains appointments made for inspections of property by the Assessor or Data Collector.
- Downloads real estate deeds from the Registry of deeds, scans and adds new data to the Assessing system
- Assists with Income and Expense forms utilized to include printing and mailing out.
- Performs other duties as assigned.
- Enters Building permits in CAMA system, Files all building permits
- Sends copies of all subdivisions, mergers, lot line adjustments to Cartographic Associates, merges updates with online CAI
- Updates Counter Reports for Owner listing, Location listing and Parcel ID order
- Once a month recalculates the Municipality and merges with BMSI system
- Assists Assessor in preparing the MS1
- Updates BMSI and prepares for Tax billing
- Sends out A-9's and A-12's at the beginning of each year

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma: Associate's Degree is desirable; two to four years of related experience, finance, assessing desirable and municipal experience a plus; or an equivalent combination of education and experience.

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Knowledge, Ability and Skill:

Knowledge: Knowledge of standard office practices and procedures. Knowledge of assessment practices, maps, deeds, town layout, and laws pertaining to property assessment. Working knowledge of NH laws and regulations governing taxes, exemptions, and assessment on real property. Knowledge of policies and procedures relating to municipal assessing. Knowledge of modern office equipment and software packages.

Ability: Ability to work independently, multi-task, and prioritize tasks. Ability to organize and maintain records, and the ability to communicate effectively verbally and in writing. Ability to explain assessment questions and to read and understand deeds, tax maps and surveys.

Skill: This position requires excellent communication, interpersonal and organizational skills. High attention to detail skills. Proficient computer skills utilizing a variety of software applications including Microsoft Office and Patriot software.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may seldom lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direction of the Town Manager and work is performed independently requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with the general public, town departments and other town halls, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential information, including personal information about taxpayers.
- Errors could result in delays or loss of service and monetary loss and/or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer