

**Town of Shaftsbury, Vermont  
Job Description**

<b>Title:</b>	Part-Time Lister/Assessor Clerk
<b>Department:</b>	Administration
<b>FLSA Status:</b>	Part-Time – Nonexempt
<b>Pay Range:</b>	As determined by the Shaftsbury Board of Selectmen
<b>Direct Supervisor:</b>	Chair Shaftsbury Lister Office
<b>Indirect Supervisor:</b>	Town Administrator
<b>Adopted:</b>	February 18, 2019

**Job Summary:**

This position requires skilled work of a responsible, mature individual with emphasis on the ability to work independently. Employee shall exhibit sound judgment and be capable of reacting to any non-routine situation in a manner that initiates prompt corrective action independently without continual on site supervision. Coordinate and schedule office hours/appointments with taxpayer’s and other professional entities. Responsible for providing administrative services to the Town and the Town contracted Assessor. This Company/Agent is currently New England Municipal Resource Center (NEMRC).

**Major Duties:**

1. Liaison with NEMRC with respect to services.
2. Liaison with the Listers and Town Administrator with respect to services.
3. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
4. Specific Office Duties
  - a. Provide requested information to taxpayers, appraisers, officials
  - b. Meet with property owners to answer questions as appropriate
  - c. Complete correspondence with property owners
  - d. Provide resource services for individuals seeking information
  - e. Provide archival information as available
  - f. Maintain assessment record files
5. Assessor Assistance Duties
  - a. Maintain permit list for inspections
  - b. Send Change of Appraisal Notices
  - c. Assist with Grievance hearings
  - d. Send Results of Grievance information
  - e. Assist with compilation of information for Board of Civil Authority (BCA) hearings
  - f. Sales verification
6. Knowledge and understanding of Computer-Assisted Mass Appraisal (CAMA) software module

- a. Enter data into Computer-Assisted Mass Appraisal (CAMA) system
  - b. Enter/modify sketches
  - c. Download and link pictures in data files
  - d. Generate new cost reports and PRC's for records
7. Knowledge and understanding of the Grand List
    - a. Complete property transfers
    - b. Generate new parcels
    - c. Update grand list data for changes to records
    - d. Download HS 122 files and check certifications
    - e. Download business use percentages and enter data into CAMA
    - f. Assist with Current Use downloads
  8. Must be willing to attend training sessions conducted at various locations throughout the State. Employee will be reimbursed for mileage by IRS rates. Training will include NEMRC systems, Lister operations, and assessor classes at the discretion of the Lister Chairperson and the Town Administrator.
  9. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
  10. Performs general clerical functions such as sorts, routes and distributes mail; types material from typed or handwritten copy; prepares correspondence, reports and other documents.
  11. Maintain confidentiality and privacy requirement of customer and Departments pursuant to state law and local regulations.
  12. Utilizes computerized data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary, and summarizes data in preparation of standardized reports.
  13. Organizes and maintains files of records and correspondence of both a routine and confidential nature.
  14. Interprets routine administrative policies and decisions as necessary; provides information to the public with regard to these policies.
  15. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
  16. Compute, record, and proofread data and other information, such as records or reports.
  17. Maintain and update filing, inventory, mailings, mailing of change of appraisal notices, and database systems, either manually or using a computer.
  18. Review files, records, and other documents to obtain information to respond to requests.
  19. Process and prepare documents, conduct complex analysis reports on utility usage.
  20. Compile relative reports.
  21. Ability to deal with the general public in a positive and civil manner.
  22. Ability to communicate well, and to work well with others.
  23. Employee will remain familiar and comply with all relevant Federal/State laws and regulations.
  24. Employee will report any and all accidents or injuries to your Supervisor and Town Administrator within 24 hours of the event. Accidents or injuries will be reported on forms provided by the town. Employee may be required to perform duties other than those listed in job summary, as necessary, at the direction of the Supervisor.

**Minor Duties:**

1. Employee is responsible for monitoring stock items required to perform his or her duties and to notify his/her supervisor when it is necessary to replenish the inventory.
2. Employee shall respond to incoming communication, i.e. telephone, email, facsimile, personal contact, and when necessary take and/or relay messages to the appropriate personnel.

**Evaluation:**

Employee Worker's performance will be evaluated at least annually by the respective Supervisor. Performance in accordance with accepted Policy and Procedures is required and along with this Job Description will be the standard against which performance will be evaluated.

**Requirements of Work:**

Employee will have the ability to add, subtract multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

Employee will have demonstrated skills showing proficient writing skills.

Employee will have the ability to lift/move up to twenty-five (25) pounds. Employee must be physically capable of bending and kneeling to perform administrative duties.

Employee will have the ability to use multiple forms of vision, including close, distance, peripheral, and depth perception.

Employee will have the ability to recognize maintenance and repair problems, under his/her purview, which could require significant maintenance if deferred.

Employee may be required to additional hours during busier times of the year. (e.g., March, April)

Employee must be able to accept constructive criticism and will have the ability to work effectively as part of a team. Employee must have the ability to carry out written or oral directives or instructions.

The 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.

Possess and maintain a good driving record, and maintain a valid driver's licenses

There will be a 6 month probationary period.

Salary and benefit package to be set by the Selectboard annually and based on satisfactory job performance.

**Minimum Qualifications:**

High School Diploma or equivalent, and six months experience in a related field with experience or education in general office procedures, bookkeeping and computer proficiency.

Prefer an Associate's Degree in a relevant field of study.

Computer Skills, Proficient in MS-Office applications

Knowledge in using the NEMRC Assessor software preferred is a plus.

**Physical Requirements / Work Environment**

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential function 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, the employee is frequently required to sit and talk or hear, using hands to finger, handle, feel to operate objects, tools or controls; and reach with hands and arms. The employee is required to legally drive and operate a vehicle and travel to property addresses to assist the contracted Assessor as needed.

The noise level in the work environment is usually quiet and in small office setting.

Occasional light physical effort is required in performing duties under typical office conditions.

**Knowledge, Skills and Abilities:**

Employee shall exhibit sound judgment and be capable of reacting to any non-routine situation in a manner that initiates prompt corrective action. Ability to read and comprehend instructions, correspondence, memos, policy and use good English. Ability to effectively present information to co-workers and the general public.

Employee will continually be knowledgeable and adhere to all Federal and State safety rules and regulation. Employee shall possess the ability to deal with the public in a tactful manner that will continually identify him or her as an asset to the Town of Shaftsbury. Employee must also be able to work as a member of a team and maintain and promote harmonious work relationships.

## Annual Personnel Acknowledgement - Job Description

I, \_\_\_\_\_, acknowledge that:  
(print name)

- A. I received a copy of the Town's job description for Part-Time Assessor Clerk on \_\_\_\_\_;
- B. I have been given an opportunity to ask questions about said job description and I have been provided with satisfactory information in response to my questions;
- C. I understand that the language used in this job description is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that the Town reserves the right to add, amend or discontinue any of the provisions of this description for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that I understand the Town's job description and I agree that I will comply with all of its provisions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

cc: Employee Personnel File