



Town of Newport

ASSESSING CLERK

The Town of Newport, NH is seeking a detail oriented individual for the part-time position of Assessing Clerk. The hours for this part-time position are daily, **8:00am -1:00pm**. Duties include clerical and data entry functions related to property ownership and taxable valuation, assisting the public with property assessment questions, coordinating with the Town's Assessor, and clerical and data entry functions related to property ownership and taxable valuation. The desired individual will have a high school diploma and be strong in public relations. Prior experience with property transactions or deed research is highly desirable, however training will be provided.

This position is classified as Grade IV in the Town's pay plan with a salary range of \$16.80 - \$22.68 depending on experience. This position qualifies for pro-rated time-off benefits as well as other miscellaneous benefits afforded in the Town's personnel policy. Interested, qualified individuals should submit Town employment applications (from www.newportnh.gov) to the Attention of Joanne Dufour, Town Manager's Office, 15 Sunapee Street, Newport, NH 03773. Resumes may be attached to the application if desired. Interested candidates should review the full job description available on our website.

The Town of Newport is an Equal Opportunity Employer

Position Purpose:

Performs responsible and complex duties in the preparation and maintenance of assessing records and provides general Assessing support. Performs all other related work as required.

Essential Functions:

- Maintains and updates all property tax assessment records; maintains and updates assessing database; posts in computer all changes in valuation, ownership, addresses, exemptions, etc.
- Responds to verbal and written inquiries regarding assessment from the general public, appraisers, realtors and attorneys; answers routine questions based on knowledge of State statutes, legal ordinances and departmental rules and procedures; coordinates work efforts with other town employees and officials.
- Processes monthly property transfer deeds checking for accuracy and filing; provides annual sales listing for Department of Revenue Administration; responsible for retrieving the recorded deeds online; after transfers are processed, responsible for mailing property surveys to new owners and cataloging the information for the Assessor and making the Assessor aware if property has a discrepancy noted on the survey when it is received.
- Processes monthly building permits; processes intent to Cut Forms, Yield Report Forms, Excavation Intent and Report forms, Exemption Applications, Disabled Exemption applications and Solar/wind Exemption applications (including charitable and elderly exemptions), Veterans Tax Credit Applications and Current Use-Land Forms; reviews applications for special appraisal.
- Calculates and prepares warrants for current use, yield, excavation and property taxes.
- Prepares tax abatement forms and/or refund request forms; calculates and bills payments in lieu of taxes; oversees tax deferrals.
- Coordinates timber harvesting process with Town and State Foresters.
- Assists Town Assessor, including scheduling appointments, reviewing files and preparing correspondence and reports, communicating with other communities to obtain necessary information for the Assessor.
- Composes Assessing Department reports for the Annual Town Report and Newsletters. Compiles TIF district values to create MS-1 Report to send to the state.
- Conducts research at the Registry of Deeds and historical road document research as needed.
- Assists and provide backup coverage for the Tax Collector as necessary.
- Provides backup support to the Water and Sewer Department, including answering the phone and processing payments.
- Oversees and coordinates Town maps; provides information to the mapping company for updates and revisions and checks updated maps to insure proper changes.
- Acts as E-911 community liaison. Notifies E-911 with additions or changes in location addresses and investigates discrepancies. Works with the NH Emergency Bureau for E-911 mapping and continues to update the E-911 maps as needed.
- Advises TOPAZ Department staff of Assessing taxation and E-911 procedures, and/or issues found on building permits or on monthly permit report.
- Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Degree required; one to three years of administrative experience or related field preferred; experience working with the public and responding to customer service requests or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: General office knowledge, Basic knowledge of the municipal administration process; Knowledge of assessment practices, maps, deeds, town layout and laws. Considerable knowledge of general Town operations and organization. Working knowledge of state laws and regulations governing taxes, exemptions and assessment on real property. Working knowledge of assessing, tax collection and word processing software. Working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships, other departments, employees and the public. Ability to abstract deeds and titles; ability to read and understand and make changes on maps and plans. Ability to use State schedules or equivalent for settling assessment of real taxable property.

Skills: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office and assessing applications.

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.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Finance Director.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates a computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

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- Interacts with other financial institutions, realtors, title companies, appraisers, attorneys, DRA and town employees.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

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.