



TOWN OF GLOUCESTER
Tax Assessor's Office
Position Description – Senior Clerk

POSITION SUMMARY:

This position is responsible for the administration and coordination of the clerical and record keeping functions of the Tax Assessor's Department and is responsible for the daily coordination of any/all office staffing with the Tax Assessor. This is a responsible, supervisory (if applicable) position designed to assist the Tax Assessor. The incumbent reports to the Tax Assessor and is responsible for operation of the Assessor's office in the absence of the Assessor.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Responsible for coordinating the routine operation of the Tax Assessor's Office.
2. Assist the Tax Assessor in the preparation of the tax roll.
3. Supervision and assignment of clerical staff responsibilities and reports as necessary.
4. Provide the public with full accessibility to the records and resources of the Department.
5. Competency with Rhode Island General Laws pertaining to the assessment of real estate, motor vehicles, tangible personal property and exemptions.
6. Must have a thorough knowledge of assessment practices.
7. Process deed transfers as they are received from the Town Clerk's Office and enter result into the Computer Assisted Mass Appraisal (CAMA) system.
8. Generate sales abstracts from CAMA system and submit monthly reports to the R.I. Department of Administration.
9. Receives, reviews, verifies and recommends for approval applications for exemptions. Responsible for yearly mailing of elderly/disability exemption renewal forms. Ensures that data is current and accurate.
10. Compile and mail certified letters once a year to all participants in the Farm Forest Open Space program. Keep an updated list of all returns as they are received.
11. Maintain and update chain of title.
12. Answer the telephone and answer/resolve complaints concerning tax assessments.

13. Responsible for the Board of Assessment Review applications, meetings, scheduling and agendas.
14. Perform general clerical duties as necessary.
15. Extract reports and generate queries using the Tax Administration (Vision Government) software program.
16. Annually list campers located in Gloucester campgrounds, prepare new accounts as needed, and prepare mailing of forms to owners. Upon return of forms, assess campers, enter in computer and maintain file.
17. Other duties and responsibilities as assigned by the Tax Assessor.

KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of general office practices and procedures.
- Ability to read and interpret parcel maps, surveys and divisions of land.
- Knowledge of the Land Evidence Records process and ability to interpret same.
- Ability to follow oral and written instructions and communications.
- Ability to establish and maintain effective working relationships.
- Ability to deal politely and effectively with the public.
- Ability to work independently.
- Must be highly motivated and self-starter.
- Skill in typing, filing and ability to use office machines.
- Proficiency with current versions of word processing and spreadsheet software.
- Proficient with and have a thorough understanding of the Tax Administration software program (Opal Data/Vision).
- Proficient with and have a thorough understanding of the CAMA program (Vision).

TRAINING & EXPERIENCE:

High school graduate or equivalent, with at least three (3) years office experience minimum. Must have four (4) years experience in an Assessor's Office or equivalent.