

## TOWN OF COLCHESTER

### JOB DESCRIPTION

**Position Title:** Assistant Town Clerk/Property/Tax Specialist

**Reports to:** Town Clerk Treasurer/Town Assessor

**Department:** Clerks Office/Assessor's Office

**Classification:** Non-Exempt

**Job Function:** This position focuses on maintaining assessment database and the Property Tax Cycle with related databases; assists the public and peers with questions and requests related to the Assessor's and Town Clerk's office permanent records and services. This is a 40 hour a week position and may require overtime as needed.

#### **Essential Clerk Functions:**

- Process Vital Record copy requests
- Customer service, including counter assistance, telephone requests
- Backup other department members on an as needed basis to maintain customer service

#### **Essential Assessor Functions**

- Assist Assessor with in-office responsibilities as needed
- Provide customer service to external and internal customers
- Scan and file documents and correspondences in accordance with record retention schedules
- Assist Assessor in managing inspection schedule of permits, new construction, sales, and construction
- Share Assessor's calendar with appropriate departments and staff
- Prepare and provide data transfers, various documents, and data sets to other departments, vendors, and customers
- Process incoming mail, calls and e-mails and prepare correspondence, reports and other documents as requested
- Research, compile and organize data from Town's surveys, maps and permits
- Assist Assessor with revision of maps, including communication with Map Company
- Update and maintain online GIS map and Assessment data
- Maintain records and department filing, which includes data entry into multiple software and record keeping systems
- Mail commercial income forms and maintain commercial data base

- Assist Assessor with completion of GL with Change of Assessment Notices to property owners; prepare GL and post public notices in accordance with State Statutes.
- Administrate the tax appeals process.
- Administrative support to the Board of Listers, including scheduling, preparation, keeping minutes, mailing Result of Grievance Notices in accordance with State Statutes.

### **Essential Property Tax Transfers**

- Receive monthly PTTRs from Clerk's Office
- Update new/changed ownership for related parcels in Vision and NEMRC
- Send Sale Verification Letters to new owners

### **Essential Homesteads**

- Receive weekly homestead downloads from VT Dept. of Taxes from February thru November
- Check over downloads for incorrect information, send response to VT Dept. of Taxes, and follow up on previous to make sure corrections happen
- Assist customers with questions and filing their homesteads
- Enter and maintain Homestead and House site data in assessment software and tax billing software
- Update and maintain business percentage, rental percentage, and owner percentage in the assessment and tax billing software
- In May, review parcels yet to file homestead and determine whether they should have, and request VT Dept. of Taxes to send reminder notice

### **Essential Property Tax Cycle Functions**

#### **Tax Credits**

- Receive at least three electronic downloads from VT Dept. of Taxes, July, September and November
- Check over downloads for correct information, contact customer service directly with errors
- Print revised tax bills, manually make balances due adjustments
- Process related property tax refunds within 30 days, in accordance with State statues

#### **Essential Tax Billing**

- In coordination with Assessor's Office, reconcile the Grand List between assessment data, tax billing data and corresponding software's
- Assist with the coordination of NEMRC representative and Minutemen Printing for the best time to build tax file and send to printer for a timely mailing
- At three points per fiscal year, reconcile the GrandList and send 411 electronically to VT Dept. of Taxes
- Process all adjustments and error corrections through NEMRC

- Print revised tax bills, manually make balances due adjustments, as it relates to homestead declarations and tax credit adjustments

**Essential Tax Collection**

- Process all property tax payments through Nemrc in a timely fashion
- At least twice a month, reconcile the cash/credit Munis payments with the necessary correlating NEMRC entries
- After each installment, change the accounts receivable general ledger accounts to reflect delinquent in maintenance of NEMRC
- Charge appropriate penalty and interest per month on delinquent balances
- Generate monthly delinquent notices and send
- Research and resolve any banking notices related to insufficient funds or deposit errors. Assist Treasurer with delinquent tax collection process

**Knowledge, Skills, and Abilities:**

- Associates Degree or 3-5 years of experience in related fields.
- Training in Town Clerk and Assessor specific areas, along with related software needed to complete duties.
- Background in general office and computer skills
- Strong communication skills for daily and often difficult situations.

**Physical Requirements:**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Seeing            | <input checked="" type="checkbox"/> Ability to Move Distances | <input checked="" type="checkbox"/> Lifting (specify)   |
| <input type="checkbox"/> Color Perception             | Within and Between  | __25__ Pounds   |
| <input checked="" type="checkbox"/> Hearing/Listening | Facilities/Offices  | <input checked="" type="checkbox"/> Carrying (specify)  |
| <input checked="" type="checkbox"/> Clear Speech      | <input type="checkbox"/> Climbing                             | 25 Pounds   |
| <input checked="" type="checkbox"/> Touching          | <input type="checkbox"/> Ability to Mount and                 | <input checked="" type="checkbox"/> Driving (local/over |
| <input checked="" type="checkbox"/> Dexterity         | Dismount Equipment  | the road)   |
| <input checked="" type="checkbox"/> Hand              | <input checked="" type="checkbox"/> Pushing/Pulling           | Other _____   |
| <input checked="" type="checkbox"/> Finger            | <input checked="" type="checkbox"/> Typing                    | _____   |
| <input checked="" type="checkbox"/> Standing          |   | _____   |
| <input checked="" type="checkbox"/> Sitting           |   |   |

**Mental/Reasoning Requirements:**

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|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple  | <input checked="" type="checkbox"/> Writing-Complex   | <input checked="" type="checkbox"/> Analysis/Comprehension   |
| <input checked="" type="checkbox"/> Reading – Complex | <input checked="" type="checkbox"/> Clerical          | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple  | <input checked="" type="checkbox"/> Basic Math Skills | <input checked="" type="checkbox"/> Stress                   |

**Work Environment:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Shift Work                         | <input type="checkbox"/> Outside              | <input type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone             | <input type="checkbox"/> Extreme Heat         | <input type="checkbox"/> Moving Objects        |
| <input checked="" type="checkbox"/> Works with Others       | <input type="checkbox"/> Extreme Cold         | <input type="checkbox"/> High Places           |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise     | <input type="checkbox"/> Fumes / Odors         |
| <input checked="" type="checkbox"/> Face-to-Face Contact    | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials   |
| <input checked="" type="checkbox"/> Inside                  | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Dirt / Dust           |

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an "at will" position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.