

Town of Shelburne Job Description

Job:	Administrative Assistant – Assessing & Finance
Departments:	Assessing & Finance
Reports To:	Town Assessor and Finance Director
FLSA Status:	Non-Exempt
Prepared Date:	January 2023

SUMMARY

This position provides administrative support to the Town Assessor and includes assisting the public and other Town staff with issues relating to the Assessing Department, maintaining office files, preparing correspondence, assisting with data updates, scheduling and tracking property inspections, preparing reports and mailings, as well as carrying out other duties associated with the Assessing Office.

This position also performs some work in the Finance Department, including receiving and processing of utility and tax payments, printing of revised tax bills, filing, and other duties associated with the Finance Department.

This person reports to the Town Assessor and the Finance Director. This is a full-time position.

As a Town employee, you are expected to demonstrate commitment to excellence through positive behavior toward all quality initiatives as well as through teamwork and to promote and conform to all quality standards. These include but are not limited to core values and customer service values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ASSESSING DEPARTMENT:

- Assist the public and staff in need of information from the Assessing Office;
- Assist the Assessor by carrying out administrative duties;
- Maintain an annual tracking system for scheduling, completing property inspections and updating the values of taxable property;
- Maintain various assessing records and files, including electronic files using computer software specific to the Assessing function;
- Regularly complete administrative tasks such as issuing correspondence to property owners (i.e. buyer and seller survey) and public officials;

- Managing appraisal tools and office supplies and replenish, as needed and/or requested;
- Prepare annual changes to property records as needed such as downloading and applying homestead and business-use declarations, applications for enrollment, adjustment or withdrawal from the Use-Value program, transfer of ownership and/or change of addresses in all relevant software modules (i.e. Tax Administration, Utility and Grand List);
- Phone coverage for Assessing Office;
- Notary Public services;
- Provide other support services to assist the Assessor with completion of his/her required responsibilities as appropriate.

FINANCE DEPARTMENT:

- Receive and process utility and tax payments and misc. accounts receivable;
- Assist the public with general utility and tax questions and provide copies of tax bills and other documents as requested;
- Annually box up prior FY files (i.e. payments, AP's, etc.)
- Assist with Finance Department phone coverage;
- Notary Public services;
- Provide other support services to assist the Finance Director with completion of his/her required responsibilities as appropriate.

QUALIFICATIONS AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's or Associates degree with at least 2 years of related work experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Excellent verbal and written communication skills and the ability to deal effectively with other staff and the general public, sometimes in stressful situations.
- Detail oriented with attention to accuracy.
- Ability to manage confidential information and act with appropriate discretion at all times.
- Ability to be flexible and handle varying work assignments.
- Excellent organizational skills and the ability to prioritize work and meet deadlines.
- Proficiency with Microsoft Office application suite (Word, Excel, PowerPoint) and accounting packages. Must be able to create, use, manipulate and maintain Excel spreadsheets.
- Knowledge of and experience with information technology/computer applications.

- Successful completion of a background check and pre-employment physical exam.
- Working knowledge of property taxation, municipal accounting and budgeting a plus.

PHYSICAL DEMANDS

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, the employee is regularly required to sit; use hands; reach with hands and arms; talk or hear. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

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.

Approval: _____
Supervisor

Approval: _____
Employee