



Town of Sandisfield Head Assessor Clerk Job Description

Job Summary:

The Head Assessors' Clerk (HAC) is a part-time, 15 hour per week position. Position will at all times operate under the direction of the Principal Assessor and the Board of the Assessors. Schedule is flexible, and can be negotiated with Principal Assessor.

Job Requirements:

- Work as a team player with the public and tax payers.
- Must be "computer literate" to accomplish word processing, spreadsheet construction. Phone etiquette is essential.
- Conduct routine office procedures associated with the execution of the Assessors' responsibilities.
- Must have attended and successfully completed DOR Course 101. It is considered desirable that the HAC will have attended, or agree to attend, other DOR, MAAO and BCAA, BLA sponsored training programs at the Town's expense.
- Previous experience in performing Assessor support functions is highly desirable.

Duties and Responsibilities:

- May be asked to cover office alone and be competent and professional while doing so.
- Upon request of the Principal Assessor and/or the Chairperson, be able to attend meetings of the Assessors and produce minutes for the public meetings.
- Collect and process the Assessors mail and organize same for disposition to the Assessors.
- Responsible for sending, receiving, and date stamping mail
- Logging applications, abatement requests, exemption requests, Forms of List, all Chapter 61 requests, Motor Vehicle abatements, sales verification, etc. Must prepare necessary work folders for Assessors which contain relevant information to process abatements/exemptions.
- Prepare routine correspondence associated with the operation of the Assessor's Office. (E.G. sending out Sales Verification Forms).
- Responsible for knowing or learning the operating procedures of the Assessor's Office.
- Read and look up information on the maps.
- Look up and find information on the Registry of Deeds website.
- May be required to travel to and deal with the Registry in Great Barrington (e.g. for processing liens and picking up copies of current deeds, missing deeds, plans/plot maps)
- Must maintain a current file of Deeds and Plats (as available).

- Required to keep in confidence the working information learned in the course of the job.
- Must be aware as to how to manage and forward to the Assessors for approval: Motor Vehicle Commitments and Abatements, Real Estate and Personal Property Commitments and Abatements.
- Work with the Public over the phone and in person in a professional, sensitive manner. Must respond in a professional manner to requests from Taxpayers, Realtors, Attorneys', etc., regarding Real Estate and Personal Property matters and be aware of the appropriate deadlines. Must inform the Principal Assessor and the Board of Assessors of any conflict as soon as possible.
- Must monitor actual expenses vs the approved budget and inform the Assessors if potential budget overruns are possible.
- Must have a good working relation with other offices.
- Should maintain contact with other Assessor offices in Berkshire County to be aware of issues requiring Assessor action. In addition, the HAC shall (at Principal and/or at the BOA request) attend meetings sponsored by the Berkshire County Assessors Association, Department of Revenue, Massachusetts Association of Assessing Officers, etc.