

JOB DESCRIPTION

Assessment Assistant II – Town Assessor’s Office

Date of Last Revision: December, 2020

 <p align="center">WESTERLY Rhode Island</p>	DEPARTMENT	Assessment		
	REPORTS TO	Town Assessor		
	FLSA STATUS	Non-Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Assessor, the Assessment Assistant II provides a full range of assessment functions in support of the Assessment department. The Assessment Assistant assists the Town Assessor in direction of the organizational functions of personnel and clerical procedures. This position is also responsible for inspecting, ascertaining, and reviewing personal property accounts for the purpose of estimating value and contents.

ESSENTIAL JOB FUNCTIONS

- Assesses personal property by discovering and assessing new business located in Town.
- Mails, collects, and analyzes annual returns as required by code, ordinance, regulations, and law.
- Determines fair assessed value of those businesses that do not file.
- Processes abatements, pro-rations and supplemental bills by verifying all paperwork submitted and prepares resolutions and supporting documents for Assessor’s approval.
- Submits paperwork to various stakeholders including council clerk and tax collector.
- Oversees and performs clerical work of the department by assisting staff with procedural questions, assisting with data entry, assisting with computer programs, and making decisions when Assessor is not available.
- Processes motor vehicle data by preparing reports and making adjustments to data as necessary and printing workbooks for all staff to verify.
- Maintains office finances and assists assessor with yearly budget preparation, including researching amounts, paying invoices, ordering supplies and data entry.
- Assists in the preparation of the tax roll certification by reviewing databased for conformity, runs all verification reports prior to certification for errors and corrects errors.
- Updates maps and databases based on recorded maps by making revisions to Assessor’s maps as designated on recorded maps.
- Scans and saves maps in departmental scan files and notifies GIS of all mapping changes.
- May act as backup contact for OPAL, QDs, or other administrative programs.
- Performs similar or related work as required, directed or as situation dictates.

ADDITIONAL JOB FUNCTIONS

- Processes information requests to the Town Assessor’s office.
- Prepares grand lists for all fire districts after certification.
- Processes deed/updates chains of title.
- Maintains professional memberships and continues training in organizations promoting continued education which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Accurate record of personal property values based on timely sales.
- Real estate, valuation, inspection, and construction preferred, but not required.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associates Degree in Business Administration, Assessment, Public Administration, or closely related field.
- Minimum of four (4) years of experience in a real estate assessment or other municipal assessor's office performing assessment support functions as the office manager, or business assessment.
- Membership in a professional association related to this position is required.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Rhode Island Certified Assessment Personnel (RICAP).

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS including:

- Sedentary office work although standing in work areas and walking between work areas may be required.

- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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.