

ASSESSOR'S ADMINISTRATIVE ASSISTANT/CLERK

Town of Merrimac is seeking a qualified candidate for the position of Administrative Assistant/Clerk. The position is responsible for assisting the Principal Assessor with municipal tax assessment activities as well as performing all administrative tasks and customer service support for the department.

Applicants should possess excellent organizational, communication and strong computer skills. Proficient knowledge of Microsoft Excel is a must. Three (3) years' full-time experience working in an office environment preferred.

30 hours/week @ \$25.00 per hour. Schedule requires working late one night.

Submit application, cover letter and resume to Heather Roche at hroche@townofmerrimac.com

ASSESSOR'S ADMINISTRATIVE ASSISTANT/CLERK

Position Purpose:

The Administrative Assistant/Clerk position is responsible for administrative and clerical work while assisting the Principal Assessor in the planning and managing of the overall operation of the Assessor department. Performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and Department of Revenue regulations. Must exercise good judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Reports directly to the Principal Assessor. The employee has the responsibility for initiating, planning and carrying out other projects independently.

Job Environment:

Work is performed under typical office conditions; duties are performed with frequent interruptions throughout the day. Work environment is moderately noisy.

Operates computer, calculator, copier, postage machine, telephone and other standard office equipment.

Makes frequent contacts with the general public, town officials, town departments, outside agencies, taxpayers, attorneys, real estate professionals and the Department of Revenue. Contacts involved are made by telephone, in person, computer or written correspondence. Requires courtesy and discretion. Work involves handling a variety of problems, questions and situations with established criteria and techniques.

Has access to limited department-related confidential information including personal information about citizens (e.g., abatements, exemptions, financial statements, etc.).

Errors could result in considerable delay and confusion and have significant legal repercussions.

Essential Functions:

(The essential functions or duties listed below 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.)

Provides information in the office, and by telephone, to property owners and others regarding the Town's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions, ownership, property records and assessed values. Assists the

public in locating properties on the Assessor's maps. Assists taxpayers in applying for abatements and exemptions, explaining the laws and procedures when necessary.

Types a variety of documents including correspondence, warrants, vouchers, purchase orders, bills, specifications, legal notices, and numerous reports. Assembles and computes data and prepares statistical reports.

Performs data entry of information into the Department's assessing software program. Enters information on deeds, permits, growth, sketching, real estate sales, and property tax information.

Prints copies of tax maps and or property record cards for property owners as needed. Answers questions.

Assists taxpayers at the counter and on the telephone to apply for Motor Vehicle abatement applications. Ensures all proper paperwork is completed and submitted to Principal Assessor and/or Board members, tax office, and filed electronically and in hard copy.

Receive, date, and stamp all applications for abatement of Real Estate or Personal Property taxes. Ensures the abatements meet the deadline for filing. Work with Principal Assessor to present applications to Board of Assessors at meetings. Prepare documentation for Board members to review. Calculate new values and abatement amounts when needed.

Print reports for preliminary tax billing. Run files and email to Tax Collector's vendor to generate Tax Collector's records when needed. Provides copies of prior fiscal year exemptions and betterments and liens files when needed.

Check email for deeds from the Registry of Deeds. Prints deeds and update property sales information in database and provide Tax Collector with new owner information when needed.

Match building permits with parcels and pull cards for Principal Assessor. Enter permit data into database.

Processes the department's mail. Mail a variety of forms and documents.

Process certified abutters list for various Boards, Officials, and the general public when required.

Maintains and updates property ownership, valuation and a variety of information systems, files, and records.

Purchase needed supplies for Assessor's department.

Performs similar or related work as required.

Recommended Minimum Qualifications:**Education, Training and Experience:**

- College degree preferred or High school education plus three (3) years of office experience.
- Completion of Department of Revenue Course 101 is required within 1 year of employment.

Knowledge, Ability and Skill:

- Thorough knowledge of office practices and procedures. Working knowledge of computers with the ability to work with a variety of software packages such as Word, Excel, and database programs.
- Knowledge of Massachusetts General Laws relating to property assessment for tax purposes preferred.
- Ability to prepare, type, and proofread correspondence and reports as to form and logic flow. Ability to deal with the public in a courteous and tactful manner. Ability to work with little supervision. Aptitude and attention for details and accuracy.
- Excellent customer service skills. Very good computer skills, including excel and data management. Skill and ability in operating standard office equipment. Good communication skills. Good organizational skills.

Physical Requirements:

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, frequently required working at desk; regularly conveys information to employees and the public; regularly moves about inside the office to access file cabinets and office machinery. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time.

(This job description does not constitute an employee 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.)



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Please read this before filling out this application.

Thank you for your interest in applying for a position with the Town of Merrimac. All questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. If the question does not apply, please indicate by marking N/A. Please print legibly and use ink or complete online

While the Town of Merrimac does not require or request its employees to take a lie detector test, State Law requires the following notice: "It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

The Town of Merrimac is committed to a policy of Equal Employment Opportunity and will not discriminate on the basis of race, color, religion, sexual orientation or identity, national origin, sex, age, disability, veteran's status or any other class protected by law. No question in this application is intended to secure information to be used for such discrimination.

It is the Town's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA or the state fair employment practices law.

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Number Street City/Town State Zip Code

Mailing Address: _____
(If different) PO Box or Street Address City/Town State Zip Code

Home Telephone: _____ Cell Phone: _____

Email Address: _____ Date Available to start: _____

Position(s) of Interest: _____

How were you referred to the Town of Merrimac? _____

If you are hired and are under the age of 18, can you furnish a work permit? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you a veteran of the United States military? ☐ Yes ☐ No

Have you previously been employed by, or filed an application with the Town of Merrimac? ☐ Yes ☐ No

If yes, please list position and employment and/or application date(s)

Do you have any immediate family members working for the Town of Merrimac?

☐ Yes ☐ No

Are you currently employed?

☐ Yes ☐ No

May we contact your current employer?

☐ N/A ☐ Yes ☐ No

Do you have a valid Driver's License?

☐ Yes ☐ No

EMPLOYMENT EXPERIENCE

Start with your most recent position and account for all periods of time. You may include volunteer positions, internships and/or military experience. A résumé or supplemental sheet may be included; however, this section must be completed.

Employer Name		Dates of Employment	
Address			
Job Title		Work Performed	
Supervisor		Contact Info	
Reason for Leaving		May We Contact?	

Employer Name		Dates of Employment	
Address			
Job Title		Work Performed	
Supervisor		Contact Info	
Reason for Leaving		May We Contact?	

Employer Name		Dates of Employment	
Address			
Job Title		Work Performed	
Supervisor		Contact Info	
Reason for Leaving?		May We Contact?	

EDUCATION / QUALIFICATIONS

School	Name, City, State	Course of Study	Years Completed	Diploma, Certificate, or Degree
High School or Equivalent				
College or University				
Graduate School				
Military Information (Optional)				
Additional Training or Skills (Computer, Special License(s), Language Fluency)				
Professional Affiliations				

PROFESSIONAL REFERENCES

Please list below the name of three professional or work-related references.

Name	Position	Relationship to you
Company	Contact Phone	E-Mail Address

Name	Position	Relationship to you
Company	Contact Phone	E-Mail Address

Name	Position	Relationship to you
Company	Contact Phone	E-Mail Address

APPLICANT'S STATEMENT

1. I understand that neither the receipt of this application nor the granting of an interview implies that I will be employed.
2. I certify that answers given herein (and on any accompanying résumé) are true and complete. I understand that any false information, any misrepresentation or material omission of any fact in my application, résumé, or in any materials or/as provided during an interview, can be justification for refusal of employment or can be justification for termination of employment, if employed.
3. I authorize investigation of all statements contained in this application (and on any accompanying résumé) as may be necessary in arriving at an employment decision. I understand that any conditional offer of employment that I receive from the Town of Merrimac is contingent upon my successful completion of the pre-employment screening process, which may include, but not limited to, the receipt of satisfactory references, verification of education, past employment history and personal background. I authorize the Town of Merrimac to obtain such information from schools, persons, references, my current employer (if applicable), previous employers and organizations named in this application, unless otherwise directed, to provide the Town of Merrimac any relevant information that may be required to arrive at an employment decision.
4. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, green card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.
5. If required for the position I am seeking, employment may be conditional upon a favorable pre-employment physical examination and/or drug screen and/or a Criminal Offense Record Inquiry (CORI). I agree to comply with the request and offer the necessary information to complete such a check.
6. In the event of my employment I agree to abide by the bylaws, rules, regulations and policies of the Town of Merrimac or other communications distributed by the Town.
7. I understand that employment or appointments are at will and will be subject to a probationary period of six (6) months as detailed in the Personnel Policy Manual.

I hereby acknowledge that I have read and understand the Applicant's Statement:

Applicant's Name (Print)

Date

Applicant's Signature

AUTHORIZATION

I authorize persons, schools, current employers (if applicable) and previous employers and organizations named in this application (and accompanying résumé, if any) to provide the Town of Merrimac with any relevant information which may be required to arrive at an employment decision, and I voluntarily release such persons, schools, employers, and organizations from all liability which might result from their providing such information.

Signature

Date

Printed Name