



Assessing Technician

DEPARTMENT: Assessing Department

SUPERVISOR: City Manager

SALARY CLASSIFICATION: Hourly

Job Summary

Performs administrative and highly technical support functions under the direction of the City Assessor. Serves as the primary public contact for the department responding to assessment inquiries.

Supervision Received

Works under the direction of the contract City Assessor and reports to the City Manager. Performs administrative and clerical duties independently, exercising judgment and tact in answering inquiries and forwarding in detailed summary fashion all matters warranting the Assessor's attention and determination.

Supervision Exercised

None

Examples of Duties

1. Answers telephone calls and assists visitors to the department. Screens all inquiries for determination of issues and/or questions; answers routine inquiries based on thorough knowledge of department operations. Orders forms and supplies as needed.
2. Accurately inputs and processes a variety of detailed data, drafts a variety of correspondence, memoranda, forms, notices, and reports.
3. Maintains department's filing system, including perpetual filing to ensure that all files are secure and confidential.
4. Maintains Computer Assisted Mass Appraisal System (CAMA) property record cards and generate reports. Flag for updates and set up assessing routes for inspection by assessor.
5. Maintains and keeps current Gravel, Excavation, Timber, Yield, Tax Increment Financing and Current Use Tax files.

6. Maintains and keeps current Exemption and Credit files (for eligible Veterans, Elderly, Blind, Physically Handicapped)
7. Maintains and keeps current deed transfers, including calculation of tax stamps, owner address changes, exempt and non-taxable property files, building permit change file, and sales record books.
8. Processes final paperwork for abatements and reviews tax refunds under the direction of the City Assessor.
9. Assists with preparing the MS-1 and gathering data for annual sales ratio study.
10. Generates and inspects Property Tax Warrants for accuracy.
11. Is familiar with relevant state statutes (RSA's) and Department of Revenue Administration Administrative Rules. Tracks filings with the Board of Land Tax and Appeals.
12. Performs basic bookkeeping, collect and record fees, process collected funds.
13. Assists the public in completing applications and review for completeness and accuracy; review for compliance and refer to the Assessor.
13. Maintains city tax rate and equalization ratio history.
14. Schedules appointments for the City Assessor and performs other necessary functions as required.
15. Coordinates tax map updates and new subdivisions, boundary line adjustments and mergers.
16. Works closely with property appraisers and realtors.

Knowledge, Skills and Abilities Required:

Proficient computer skills are required to process data into the computer system accurately and rapidly. Considerable knowledge of business English grammar, spelling, vocabulary, and mathematics. Must be detail oriented. Ability to communicate in oral and written form. Ability to maintain accurate records and files. Ability to maintain confidentiality and professionalism at all times, while occasionally working under pressure and within time constraints.

Considerable knowledge of assessing procedures and administration, computer applications, modern office practices and procedures. Knowledge of computer applications including Word and Excel (Mass Appraisal experience on CAMA systems and knowledge of Data Base systems such as Access a plus.)

Ability to establish and maintain effective working relationships as a team member, with Assessing Staff, other departments, employees, and the general public. Knowledge of State RSA's, State Current Use Criteria, Harvesting Laws, Town Ordinances and Policies.

Minimum Qualifications Required:

High School Diploma or equivalent, with course work in basic office practices supplemented by specialized training in secretarial skills, computer literacy; minimum of two years office experience, preferably in a municipality; or equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Property Appraisal experience a plus.

Willingness to continue education in New Hampshire State RSA's, Assessing practices, Computer skills, Public Relations, office practice or other related fields.