

# Town of Sherborn Job Description

*Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06*

<b>JOB TITLE:</b> <div style="text-align: center; margin-top: 10px;">Administrative Assistant to the Board of Assessors</div>	
<b>DEPARTMENT NAME:</b> <div style="text-align: center; margin-top: 10px;">ASSESSORS</div>	
<b>FLSA STATUS:</b> Exempt: _____ Non-Exempt: <input checked="" type="checkbox"/> X _____ Hours worked per week <u>20</u>	<b>EMPLOYEE TYPE:</b> <i>(see General By-Laws Personnel Administration Plan for definitions)</i> Salaried _____ Regular Part-Time <input checked="" type="checkbox"/> X _____ Casual Part-Time _____ Regular Full-Time _____ Supplemental Part-Time _____ Temporary _____
<b>REPORTS DIRECTLY TO (INDICATE JOB TITLE):</b> <div style="text-align: center; margin-top: 10px;">Director of Assessing</div>	
<b>I. JOB SUMMARY</b> - <i>Briefly describe the primary function of this job.</i> Work involves assisting the Director in the day-to-day operation of the Assessors' Office. By performing a variety of clerical and administrative duties. Attention to detail and strict adherence to state, municipal and town rules, regulations, and procedures are an integral part of the position. Errors in independent judgment and accuracy could result in the loss of tax information and income to the municipality as well as legal recourse. During the absence of the Director for whatever reason, the Administrative Assistant must be capable of running the office efficiently and serving the public effectively and courteously. Field Inspections are conducted throughout the year on an irregular schedule. Compensation for field visits is paid at an authorized rate per property inspection and is not subject to pension or benefits.	
<b>II. JOB DUTIES</b> - <i>List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.</i> <ol style="list-style-type: none"> <li>1. In the absence of the Director, the Administrative Assistant must assume the responsibility for the smooth running of the office during regular office hours.</li> <li>2. Acts as a liaison with the State Registry of Motor Vehicles to process all motor vehicle excise applications and abatement or denial decisions as required by law. Ensures that confidentiality is maintained under the Driver Protection Act and with all other non-public records in the office. Must assemble and file reports in a timely manner, which will be used by the Assessor, the Tax Collector, the Town Accountant, Treasurer, Clerk, and the general public.</li> <li>3. Explains the laws and regulations to taxpayers when they are applying for abatements and exemptions. He/ She Assists applicants and verifies information is completed for all exemptions for Veterans, Widows, Elderly, Blind, Hardship, Tax Deferral and Classified land applications. He/She Assists taxpayers, builders, attorneys, appraisers, real estate agents, and governmental agents seeking information. He/She Keeps all informational brochures current and available to the public. He/She has the responsibility for preparing, mailing and checking in all 3ABC, Form of list, Certified commercial Income and Expense, Classified land applications and requests.</li> <li>4. Processes the deeds from the Registry in the format necessary for historic binding; sends out sales verification letters as monthly information is received from the Registry; tracks properties on the market and provides monthly update to the Director and Chairman; provides "List of Abutters" for residents and various Town Boards when requested; When requested writes articles for the Council on Aging newsletter regarding exemptions and other state programs.</li> <li>5. Prepares and maintains the department's financial, and administrative records; prepares departmental bills schedule, departmental receipts turn-in (to the Treasurer) and maintains accountant required documentation; checks orders and purchases office supplies from appropriate vendors.</li> <li>6. Schedules all appointments for the field inspections. Performs field inspections on those properties as determined by the Director for sales, building permits, cyclical or abatements for the purpose of data collection prior to listing the property in the Patriot CAMA system, these are paid per inspection as noted above. This requires good physical condition as walking, stair climbing, and maneuvering over rough terrain is unavoidable.</li> <li>7. Must attend assistant training programs, meetings, or classes to stay abreast of changes or trends affecting the work of the Assessors' office. As these meetings take place in surrounding towns, a valid Mass. License and vehicle are required.</li> <li>8. Attends Board meetings and records the minutes; may attend other department meetings if deemed necessary by the Director or in her absence; maintains historical records; enters and processes the building permits from the Building inspector; sends out viewing requests for completed or year end building permits.</li> </ol>	

**III. EDUCATION, TRAINING & EXPERIENCE** - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Minimum of an Associates Degree in business, accounting, finance, economics, political science or other related degree. A familiarity with real estate, appraisal or assessment procedures and any related experience would be desirable. Proficient computer skills and familiarity with mapping, internet, dell computers Microsoft Office and Patriot Assesspro desired. Applicant must be extremely well organized, detail oriented, and self-motivated as the office is setup. Excellent people skills are required to handle irate and confused taxpayers. Assessing and abatement responsibilities include processes with many related steps that must be completed accurately and timely. As part of ongoing education, employee should attend MAAO course 200, DOR Course 101, and other Assessing Assistant courses offered by the DOR, MAAO, IAAO, or the Appraisal Institute as needed or directed.

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
General Public	Provide Assistance, Information Records/documentation	Daily
Attorneys	See above	Daily/Weekly
Real Estate Agents or Appraisers	See above	Daily/Weekly
Surveyors	See above	Weekly/Monthly
DOR/State Representatives	See above	As needed
Other Assessing Offices	Provide information	As Needed
Accountant / Treasurer (or staff)	Provide documentation and or explanations	Bi-Weekly submittals
Tax Collector (or staff)	Provide documentation and or explanations, discussions	Daily

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

The Board of Assessors and/or the Director define the objectives, priorities, and deadlines. They assist the employee with unusual situations, which do not have clear precedents. Administrative Assistant is responsible for the scheduling the field inspections. Employee plans and carries out work assigned with independent judgment and accuracy.




**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Work is performed under typical office conditions with frequent interruptions; required to attend Board of Assessors Meetings. . Work load is subject to monthly quarterly and annual fluctuations.. May attend mandatory classes that can be held anywhere with in the Commonwealth Of MA. Inspections are conducted in homes and at times outdoors (including in inclement weather). equipment usage includes: digital camera, property measuring tools, computer, scanner, copier, laser and HP printers, fax and telephone.

**VII. REPORTING RELATIONS** - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Town Administrator - Director - Administrative Assistant I

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

<b>SUPERVISOR'S/MANAGER'S SIGNATURE:</b>	<b>DATE:</b>
Wendy Elassy 	10-1-2023
<b>TOWN ADMINISTRATOR</b>	<b>DATE:</b>
	9/29/23
<b>PERSONNEL BOARD</b>	<b>DATE:</b>
	9-15-23

**COMMENTS:**

Approved by Personnel 06-12-2023