



Town of Farmington

**153 Farmington Falls Road
Farmington, ME 04938**

Position: Assessing Assistant / Counter Clerk

Department: Administration

Classification: Hourly H8

Salary Range: \$23.00 to \$28.50

GENERAL PURPOSE

Performs a variety of administrative, clerical and secretarial work in assisting the Tax Assessor/Addressing Officer. Performs counter clerk functions including the process of payments and sale of licenses.

SUPERVISION RECEIVED

Works under the joint supervision of the Finance Director (primary) and the Assessor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs cashier and counter clerk duties utilizing the Town's computer system.
- Processes vehicle registrations and payments.
- Processes all types of licenses and payments, including marriage, hunting, fishing, and dog licenses.
- Collects payments for real estate taxes and sewer bills.
- Performs data entry of real estate and personal property information from property record cards and listing cards.
- Answers taxpayers' questions about property taxation and the related exemptions and refund programs.
- Assists taxpayers or others in finding information from the assessment records.
- Manages the personal property list returns before delivering to the Assessor, including mailing requests for taxpayers' personal property listings, reviewing return lists for changes and entering same into assessing database, and helping to resolve questions on the returns.
- Manages the veterans and homestead exemptions before delivering to the Assessor, including reviewing the applications for completeness and red flags to determine if an applicant is qualified, contacting the applicant if there are questions about the application, and answering taxpayers' questions about the programs.
- Sets appointments for the Assessor.
- Communicates to taxpayers in writing.
- Manages the mailings for new physical addresses and new roads.
- Matches telephone numbers to new physical addresses.
- Performs related work as needed.
- Performs other duties deemed necessary by the Finance Director and/or Town Manager.

DESIRED QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- Two (2) years of increasingly responsible related experience, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of basic computer programs including word processing, spreadsheets and email.
- Working knowledge of modern office practices and procedures
- Working knowledge of governmental accounting principles and practices.
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish successful working relationships
- Ability to work under pressure and/or with frequent interruptions.

TOOLS AND EQUIPMENT USED

Computer, including word processing and spreadsheet software, calculator, phone, fax, postage machine and copy machine.

PHYSICAL DEMANDS

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 accommodation may be granted to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be granted to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above 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.

The job description does not constitute an employment 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.