

**Town of Thompson**  
**Job Description**  
**Assessor Secretary-Clerk**

To Apply:

Submit resume, letter of interest, and contact information for three employment references to: Personnel, Town of Thompson, P.O. Box 899, 815 Riverside Drive, North Grosvenordale, CT 06255

Application deadline: February 21, 2020 at noon

**Department:** Assessor

**Reports to:** Assessor and First Selectman

**Hours:** 30 -35 hours per week with ability to work extra hours as needed

**Essential Duties and Responsibilities, including, but not limited to, the following**

- Update real property transfers according to deed and probate certificates filed in the land records and, where land divisions are indicated, conveys accounts to the Assessor for recalculation
- Assist in making entries, deletions and changes to the Grand List and CAMA system
- Identifies ownership and corrects records on field cards and summary cards
- Maintains building permits received from the Building Official including entering information on field cards
- Calculate pro-rates on motor vehicle bills
- Prepare the Supplemental Motor Vehicle List, eliminating duplications and checking for proper credit of vehicles
- Maintain all types of exemptions, including veterans, blind and disabled
- Handle elderly, disabled and veterans tax relief applications
- Make copies of maps on map machine
- Prepare and maintain P.A. 490 applications
- Prepare lists and mailing for tax exempt property returns
- Assists in pricing vehicles
- Attend workshops and training sessions given by the Office of Policy and Management and the Connecticut Association of Assessing Officers
- Perform data entry as required both in CAMA and administration systems
- Provide information to the public and assist in resolving problems and complaints
- Perform data entry, word processing, typing and filing as required
- Maintain a positive attitude with co-workers and the public
- Maintain confidentiality of all information, except as provided under Freedom of Information
- Answer telephone and process correspondence
- Typing, Filing, Copying and other General Secretarial duties as required
- Other Duties as Assigned

**Qualifications:**

- High school graduate with three (3) years of clerical experience in the assessment field or any equivalent combination of training and experience which provides a demonstrated ability to perform required duties

**Knowledge, Skills and other Requirements:**

- Computer knowledge including Word and Excel
- Ability to learn Assessor specific computer programs
- Excellent math skills
- Willingness to attend assessment courses in order to receive AAT certification
- Ability to work independently with minimal supervision
- Considerable knowledge of good office practices and procedures
- Ability to read Town Clerk records, State statutes and aerial maps in order to maintain correct ownership records
- Ability to operate office machinery including map machine
- Considerable ability to establish and maintain effective working relationships with Town and State officials and the general public
- Ability to communicate effectively verbally and in writing
- Must have reliable transportation (for work and training off-site)

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to stand or sit and talk or hear. The employee is occasionally required to walk; use hands to find or operate 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, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**Working Conditions:**

- Office: Generally, the working conditions are that of a typical office setting.

**Note:**

This is a union position within the United Public Service Employees Union Local 424-Unit 79.

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.

(Revised 2/11/2020)