

JOB DESCRIPTION

Town of Hopkinton

TAX ASSESSOR SENIOR CLERK

GENERAL SUMMARY:

Under the general supervision of the Tax Assessor, the Tax Assessor Senior Clerk assists the Tax Assessor in the day-to-day operation of the office.

ESSENTIAL FUNCTIONS:

1. Answer the telephone, respond to questions, assist in the resolution of problems;
2. Assist the public, answer questions regarding properties, maps and deeds;
3. Schedule appointments for Town residents to meet with the Tax Assessor;
4. Handle the processing of deed transfers to new owners, review maps, create new accounts, process updates on the maps and lots;
5. Update 911 records and disburse updated data to departments, as required;
6. Annually prepare mailing, process and record Farm, Forest and Open Space program participants, maintain file;
7. Annually record all tangible, leased equipment and business equipment and create new accounts as needed. Prepare mailing and process upon receipt. Record and prepare file for Tax Assessor;
8. Annually list campers located in Hopkinton campgrounds, prepare new accounts as needed, prepare mailing of forms to owners. Upon return of forms, assess campers, enter in computer, maintain file;
9. Record Elderly and Veteran Exemptions, prepare mailing to elderly participants and process upon receipt. Enter into computer, maintain file;
10. Prepare mailings of interstate trucking forms; process upon return and give credit. Prepare follow-up reminder mailings to previous applicants who have not returned their forms;

11. When Motor Vehicle data is downloaded, process motor vehicle tax roll, process out of town vehicles and forward to correct towns, add vehicles received from other towns, assign account numbers;
12. Research and process additions, supplements, abatements, pro-ration additions to the tax roll;
13. When yearly tax bills are mailed out, research and process additions, prepare abatements, answer taxpayer questions;
14. Must possess a working knowledge of a variety of computer systems utilized in Tax Assessor's Office: Opal Data, Vision; and
15. Perform other duties, as assigned.

OTHER FUNCTIONS:

1. Data entry/preparation of letters/ mailing;
2. Provide Notary Service for the public; and
3. Serve as Clerk for the Tax Board of Review.

JOB QUALIFICATIONS:

1. Must possess a high school diploma or GED issued from a State Department of Education at the time of appointment;
2. Must possess good computer skills and working knowledge of office equipment;
3. Must possess good judgment and maintain confidence with critical and sensitive information;
4. Must possess high level of professional verbal and written communication skills; and
5. Must possess the ability to work independently and efficiently.

WORKING CONDITIONS:

1. Work performed primarily in an office setting; and
2. This position reports directly to the Tax Assessor.

WAGES, HOURS AND BENEFITS:

1. Wages, hours and benefits are enumerated in the collective bargaining agreement between the Town of Hopkinton and the Rhode Island Council 94, AFSCME, AFL-CIO, Local 3163.
2. This is a full-time position.

January, 2022