

## Town of Warner, NH

**POSITION:** Assessing Clerk  
**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Town Hall  
**REPORTS TO:** Town Administrator  
**DATE:** January 15, 2022

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**GENERAL SUMMARY** Part-time Assessing Clerk, for a minimum of 10 (and up to 20 hours during busy times) per week. The position maintains assessing records and assists the public with forms including: tax abatement and exemption requests, timber and gravel tax forms, and current use applications, Processes Intents to Cut, reports of wood cut, create yield tax warrant and bills Maintains and updates property ownership records, including deed transfers and address change, and sale of property files. Maintains files for tax map changes and works with mapping company to update tax maps and dispatch maps on an annual basis or as needed. Prepares property tax warrants, yield tax warrants, and other warrants as required. Works in collaboration with and with guidance from the Land Use Administrative Assistant to ensure that all Assessing functions are completed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receive telephone calls and visitors in the department. Screen for nature of business; answers routine inquiries based on thorough knowledge of department operations.
- Serve as liaison on matters between the Boards, the public, Town employees, Town officials, and applicants/agents. Notify appropriate departments and officials of input required and decisions rendered.
- Maintains and assists the public with forms including: tax abatement and exemption requests, timber and gravel tax forms, and current use applications
- Process Intents to Cut, reports of wood cut, create yield tax warrant and bills.
  
- Perform computer data entry. Process a variety of correspondence, memoranda, forms, notices and reports at on-line portals and created in the assessing office.
- Assist the Board in researching the history and documents for existing approvals on assessing matters.
- Monitor status of matters being considered or acted upon by the Select Board. Apprise appropriate Boards of matters requiring immediate attention. Maintain communication with the Select Board.
  
- Register documents with the Registry of Deeds.
- Maintain document file system for filing case information plans, regulations, and other documents.
- Requisition supplies and assist in the preparation of annual departmental budget.
- Perform basic bookkeeping; collect and record fees; may process collected monies; may receive and monitor bonds; may assist the public in completing applications. Assist the public by supplying information; schedules appointments. Maintain log of receipts of fees.
- Maintains and updates property ownership records, including deed transfers and address change, and sale of property files.

- Maintains files for tax map changes and works with mapping company to update tax maps and dispatch maps on an annual basis or as needed.
- Prepares property tax warrants, yield tax warrants, etc.
- Submits information for Town Report.
- Acts as 911 Liaison/Coordinator; assigns new addresses, maintains 911 list for fire and police Departments and corresponding agencies

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

**COMPLEXITY** The work consists of duties that involve related steps, process or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations.

**SCOPE AND EFFECT** The work involves the execution of specific rules, regulations or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability or acceptability of further processes or services.

**PERSONAL CONTACTS** The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

**PURPOSE OF CONTACTS** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the Department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- Knowledge and experience with assessing principles and processes in New Hampshire.
- Sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had a similar position for two years.
- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

### **Knowledge, Skills and Abilities**

- Knowledge of computers including task specific software, modern office procedures and equipment.
- Thorough knowledge of the statutes, laws and regulations governing the operation of municipal land use.
- Should possess a consistent high standard of conduct, strong ethics, and the ability to maintain confidentiality at all times.

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### **LICENSING AND CERTIFICATION**

Certification or ability to obtain a NH Appraisal Assistant and lister and measurer certifications.

### **TOOLS AND EQUIPMENT USED**

Computers, copier, phone and other general office equipment.

### **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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in office setting. Some evening hours may be required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**Grade 6**

**Salary Range \$17.87 – 25.00**