

**Town of Tamworth, New Hampshire**

**84 Main Street**

**Tamworth, NH 03886**

**(603) 323-7525**

**(603) 323-2349 (fax)**

<b>Position Title:</b>	<b>Secretary/Assessing Clerk</b>
<b>Hours per Week:</b>	<b>20 hours per week</b>
<b>Pay Type:</b>	<b>Hourly</b>

**JOB SUMMARY**

Assists with the day to day operations of the Town Office and provides administrative support to the Finance Officer, Town Administrator and the Board of Selectmen. Also assists Town departments as needed.

**SUPERVISION RECEIVED**

Works under the general supervision of the Town Administrator, performs duties with a high degree of independence, exercising judgment in determining correct courses of action.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES**

(The listed duties are illustrative only and may not include all duties found in this position.)

1. Receives and screens visitors to the office and incoming telephone inquiries; answers inquiries, assists patrons or routes inquiries to appropriate departments. Determines matters requiring attention of the Finance Officer or Town Administrator. Responds tactfully to complaints.
2. Maintains a supply of various applications/forms providing them to the public as needed.
3. Retrieve deeds and mortgage changes from NHdeeds.com. Code deeds and change property ownership in computer; codes and enters mortgages in computer; prints new cards; files mortgages and new cards. Copy deeds and prepare package to be sent to mapping company for map updates as necessary.
4. Maintain Sales book for public use.
5. Send sales transfer survey, maintain and enter sales/equalization information into state software program and print reports for the Town Administrator and Assessor's review.
6. Assists contracted Assessing firm as needed.
7. Is responsible for the collection of the A9 & A12 forms from all non-profit entities and provides the information to the assessor.
8. Receives and prepares tax abatement applications for the assessor.
9. Organizes (receives and documents) approved and recorded subdivisions, boundary line adjustments, and voluntary mergers for tax map updates and sends them to mapping company.

10. Processes building notifications and street addresses as needed.
11. Performs other related duties as required.
12. Fills in for the Town Administrator/Finance Officer in their absence. (see attached job description)

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

#### **Knowledge of:**

1. State statutes (RSAs), town policies, rules, and regulations
2. Skills in use of computers, telephone, copier, and other office machines
3. Ability to communicate effectively both orally and in writing
4. Ability to use Microsoft Office
5. Ability to read tax maps and assessment cards
6. Ability to file and maintain records
7. Skills in secretarial and clerical functions
8. Ability to work independently
9. Ability to maintain a positive working relationship with officials, department heads, employees, the business community and the general public.
10. Ability to maintain confidentiality.

### **MINIMUM QUALIFICATIONS REQUIRED**

High school diploma or the equivalent, plus three years' experience or education in an office environment, preferably a municipality or any equivalent combination of experience and education which demonstrates possession of the required knowledge, skill, and abilities.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(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.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time; stand, stoop, bend, and ascend and descend stairs frequently; constant use hands to finger, handle, and feel objects; frequent reaching with hands and arms; and regular lifting and/or movement of 25 pounds or less.