

Jurisdictional Class: Exempt for Towns Only
EEO Category: Administrative Support
Adopted: 09/14/2018

CLERK TO BOARD OF ASSESSORS

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class perform clerical and administrative duties that are related to the Board of Assessors. The incumbent works under the general supervision of the Board of Assessors. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Takes pictures of properties;
Uploads files to computer and updates property records;
Files and types correspondence;
Maintains office records;
Answers phone calls and greets visitors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: General knowledge of administrative and clerical procedures; general knowledge of town laws, codes and procedures; ability to understand and follow simple oral and written directions; ability to write legibly; clerical aptitude; mental alertness; tact and courtesy.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience, and other such qualifications, as the Town Supervisor may determine appropriate.

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