

**Town of Guilford  
ASSESSMENT AIDE**

**EXEMPT:** NO **SALARY LEVEL:** N7  
**DEPARTMENT:** ASSESSOR  
**REPORTS TO:** ASSESSOR  
**LOCATION:** 31 PARK STREET  
**HOURS:** 8:30AM-4:30PM  
**PREPARED BY:** Mitchell R. Goldblatt Initials MRG **DATE:** August 21, 2018  
**APPROVED BY:** Matthew T. Hoey, III Initials MTH **DATE:** August 21, 2018

**POSITION SUMMARY:**

Under the direction of the Assessor or Assistant Assessor, assists with the daily operations of the Assessor's Office. Performs clerical work for and takes minutes for the Board of Assessment Appeals. Manages the office in the absence of the Assessor and Assistant Assessor. Represented by the Guilford Employee Association (GEA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs all the duties of the Assessor's Clerk.
- Responsible for all work regarding property transfers: including research, verification, pricing, mapping and State Reports.
- Processes Certificates of Occupancy prorates including calculations and data entry.
- Manages classified property (farm, forest, and open space) including mandatory state filings for declassification.
- Executes and is responsible for Elderly Tax Relief prorates.
- Responsible for ordering and maintaining office supplies
- Performs monthly bank reconciliation.
- Attends meetings, performs clerical work, and takes minutes for the Board of Assessment Appeals.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of basic personal computer systems including Word and Excel.

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- Skills in the operation of standard office equipment and department computers.
- Ability to read, analyze, and interpret documents such as safety rules, business periodicals, journals, technical procedures, and government regulations.
- Ability to compose letters and memoranda.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.
- Ability to compute rate, ratio, and percent.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in oral, written, diagram, or schedule form.
- Ability to make computations and tabulations with speed and accuracy.
- Ability to follow oral and written instructions.
- Ability to read and interpret survey maps and subdivision maps to obtain legal descriptions in order to make all necessary assessment changes.
- Ability to attend occasional evening meetings with the Board of Assessment Appeals.
- Ability to effectively present information and to respond effectively to inquiries from both employees and the general public.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.
- Ability to learn assigned tasks readily and to adhere to prescribed routines.
- Ability to perform duties with awareness of all Town requirements and policies.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to work independently.

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- Ability to meet and serve the public pleasantly, tactfully, and informatively.
- Ability to establish and maintain effective working relationships with superiors, colleagues, and members of the Board of Assessment Appeals.
- Ability to treat other employees, and those with whom they come into contact, including the public, with courtesy, respect and professionalism.

### **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 regularly required to sit and talk or hear. The employee frequently is required to stand; walk, use hands to finger, handle, or feel objects, or controls and reach with hands and arms. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to twenty (20) pounds.

### **EDUCATION AND/OR EXPERIENCE:**

High School Diploma or General Education Degree (GED), plus two years of business school/college and two years of assessment experience with related computer experience, or equivalent combination of education and experience.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. There may be some stress involved with employee and public contact.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.