**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Assessor’s Office*

## *Assessor’s Aide*

## GENERAL STATEMENT OF DUTIES:

The Assessor’s Aide reports to the Assessor and Assistant Assessor. This is part-time position that is complemented by the part-time Building Office Assistant.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Normal clerical responsibilities such as filing, creating mailings, answering phones, providing written and oral correspondence.
* Fill out and complete Homeowners and Renters programs.
* Prorate motor vehicles.
* Assist general public
* Order office supplies
* Creates deposits
* Data input & computer processing
* Works within Geographic Information Systems(GIS)
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Assessor and Assistant Assessor.
* Works under the general supervision of the Director of Operations.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Considerable knowledge of modern office practices and procedures.
* Ability to maintain clerical records of some complexity.
* Good abilities in oral and written communications.
* Ability to make work decisions within limits of delegated authority and in conformance with established rules and policies.
* Ability to understand and follow written and oral instructions.
* Ability to perform mathematical computations
* Ability to establish and maintain effective working relationships.
* Good knowledge of modern principles and practices of property assessments
* Working knowledge of building construction practices and costs
* Ability to collect and record assessment information
* Must have computer and data processing skills. Familiarity with geographic information systems (GIS) is a plus.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent.
* Clerical office experience of at least four (4) years preferred.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Assessor, in an annual meeting scheduled each January
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.