

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Administrative Assistant II	GRADE LEVEL:	13
CLASSIFICATION:	Non-Exempt	DEPT:	Assessing
CREATED:	12.13.2012	REVISED:	10.18.23

<u>Job Description:</u>	Performs a variety of moderately complex work assisting the assessor in handling the daily office functions and clerical work involved in the operation of the Assessing Department.
<u>Accountability:</u>	Works under the direct supervision and general direction of the Assessor who is consulted when issues arise and the Town Administrator. Also falls under the purview of the BOS who is the Town Assessing Authority.
<u>Equipment Used:</u>	General office equipment to include, but not be limited to: calculator, typewriter, telephone, computer, fax machine, photocopier, postage machine, etc.
<u>Environment:</u>	Inside: <u> 95 </u> % Outside: <u> 5 </u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Performs general office duties ie: answers and directs phone calls, makes copies, files documents, orders supplies, and maintains accounts billable records. 2. Processes ownership changes through deed transfers and address/name change requests. 3. Maintains the assessing records of the Town in accordance with State laws, regulations, and generally-accepted practices, and with the policies and practices of the Assessing Office and the Town. 4. Responds to general inquiries from the public regarding record requests. 5. Provides taxpayers the necessary forms for filing exemption and credit applications, intents, and abatement requests. 6. Reviews new applications and existing records for exemptions and credits as required by statute under the guidance of the Assessor. 7. Assists the Assessor in preparing warrants and abatement authorization forms pertaining to property and other tax matters of the Town. 8. Receives, logs, completes, tracks and submits to the assessor all inquiries from the Board of Tax and Land Appeals (BTLA), the Department of Revenue Administration (DRA), other agencies, and the general public. 9. Performs updates to assessing records that may affect individual property values under the general guidance of the assessor. 10. Has familiarity with RSA 91-A (the right to know law). 11. Maintains and updates Website information. 12. Performs other related duties as may from time to time be assigned
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Physical Activity Requirements:
Frequently, Occasionally, Seldom, or Not Required

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Occasionally
LIFT 26 to 50 lbs.:	Seldom
LIFT over 50 lbs.:	Not required
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Occasionally
CARRY 26 to 50 lbs.:	Seldom
CARRY over 50 lbs.:	Not required
REACH above shoulder height:	Occasionally
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Occasionally

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently
Torquing:	Not required
Fingering:	Frequently
Controls and Equipment:	Required **

Controls & Equipment**

- ✓ Computer, telephone, typewriter, copy machine, fax machine, etc.

OTHER PHYSICAL CONSIDERATIONS

Twisting	Occasionally
Bending:	Occasionally
Crawling:	Not required
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Not required
Climbing:	Not required
Balancing:	Not required

WORK SURFACE(S)

Standard office desk and chair. Computer/copier

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	3-4	4-5
Stand	1-2	1-2
Walk	1-2	1-2

Cognitive and Sensory Requirements:

Talking:	Required for communicating with others.
Hearing:	Required for taking instructions and information.
Sight:	Required for the performance of duties.
Tasting & Smelling:	Not required for the performance of duties.

Specific Vocational Preparation Requirement(s):

Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
91-180 days	X	181 days to 1 year		1 to 2 years
2 to 4 years		4 to 10 years		Over 10 years

Required:	High School Diploma or equivalent
Experience	Six months of office experience, or any combination of education and experience which demonstrate possession of the required knowledge, skills and abilities. Experience in real estate sales, mortgage lending, appraisal/assessing, or related fields considered a plus.
Supervisory experience:	N/A
Licensure/ Certification Requirements:	N/A
Other Training, and/or related Skills	Operational knowledge of computer hardware and software and office machines. Good typing and data entry skills required. Demonstrated skills in accuracy and meeting deadlines. Knowledge of property assessing and valuation practices and procedures considered a plus. Skill in operation of listed tools and equipment.

Summary of Occupational Exposures:

Summary of Occupational Exposures:	Office setting with ample work and storage space; minimal exposure to toxic or hazardous substances; encompasses the office areas of the Milford Assessing Department. Will require some contact with the general public.
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Other Considerations and Requirements:

<p>Other Considerations and Requirements:</p> <ol style="list-style-type: none"> 1. Must be able to perform detailed work with numerical data and to make arithmetic computations. 2. Must be able to multi-task and prioritize duties. 3. Must be able to follow oral and written instructions. 4. Must be able to acquire a working knowledge of State statutes, rules, regulations, policies and procedures. 5. Requires the ability to become familiar with CAMA software, Hillsborough County Registry software, Department of Revenue software, and other industry specific software. 6. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. 7. Must be able to complete basic and advanced training in assessment policies and procedures. 8. Must maintain an appropriate level of confidentiality regarding records of the Town. 9. Requires the ability to utilize technical software used for the property record and property tax data bases. 10. Requires the ability to read, understand and translate data from deeds, recorded plans and surveys, building plans and permits, and transfer the pertinent information to the property records. 11. Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public, all Town departments and the Assessing office.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	10/18/2023
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