**Town of Dover Assessor Clerk/ Assistant**

**General job description**

**Position Purpose:**

The purpose of this position is to perform responsible administrative, clerical, and record keeping work of moderate difficulty and responsibility in supporting the operations of the Assessor, and all other related work as required.

**Department Description:**

The Assessors’ department is responsible for the maintenance and upkeep of the town’s grand list each year. The completion of the grand list breaks down into numerous components compiling the finished list. The following is a partial list of tasks performed by the Assessors’ department. The clerk’s position will include some directed and some independent work in these areas, subject to experience and ability to gain and implement skills.

**This is a partial listing of tasks within the department: Once training is in progress, tasks will be assigned.**

**Annual completion of the Grand List**

**Grand List tasks include, but are not limited to, the following:**

* Track active and sold real estate listings, identify unique properties, neighborhoods, and influences.
* Validate valid sales in State grand list software
* Process property transfer tax returns (will require reading deeds, surveys, and tax maps).
* Conduct site inspections
* Maintain office systems (filing, auditing, and data systems)
* Complete and accurate coding of property categories
* Complete and accurate listing and assessing properties.

This requires knowledge and grand list software system, cost (CAMA) system, sketching program and ability to collect data knowledgeably to return a value that represents FMV of the property.

* Review exemptions and special properties for accuracy and proper coding
* Statutory and voted exemptions (dates, values, and proper

statutory coding)

* Current Use exemptions in conjunction with the current use division
* Veterans’ exemptions review and entry/ removal
* Valuation of specialized properties (solar, cell towers, covenant,

and restricted and subsidized housing)

* Annual Utility inventories and valuation
* Commercial property valuation and data.

**Ongoing grand list maintenance:**

* Maintain weekly homestead downloads
* Review reports for accuracy and amend CAMA to reflect business and/or rental use.
* Maintain property inspection list (permit or other means)
* File all reports as required by the State of Vermont
* Maintaining State Current Use records and maps
* Tax mapping changes and upkeep
* Staying up to date with address and owner changes

Maintain a working knowledge of all duties and responsibilities necessary to conduct the functions of the Assessor Department and other departments within the Town Offices as they connect.

**Job environment:**

* Work is performed under typical office conditions. There are times during the inspection portion which requires outside work under various weather conditions and footing. This is not a remote position.
* Operates computer, printers etc. other standard office equipment.
* Makes frequent contact with other town departments, real estate agents’ developers, attorneys ‘and appraisers; makes constant contact with the public. Contacts are in person, in writing, and by telephone.

**Job Requirements:**

* High School diploma or equivalent
* Valid driver’s license
* Knowledge of real estate assessment preferred not mandatory
* Familiarity with Microsoft office suite, and computer work in general, is preferred.
* Professional demeanor, cheerful outlook and public relation skills are necessary, as there is significant interaction with the public.
* A high degree of organizational skills
* Capable of taking direction and working with minimal supervision
* Willingness to gain skills and advance personal abilities is desirable
* Willingness to grown in the position
* Able to attend conferences, workshops, and classes as needed

Interested parties, please submit letter of interest, including resume by Wednesday March 1, 2023, to: Town of Dover, PO Box 428, West Dover, VT 05356, attention Assessor Linda Sherman. Or email: [assessor@doververmont.com](mailto:assessor@doververmont.com)