

Town of Tiverton, Rhode Island

Tax Collection/Tax Assessor Department

Job Description(s)

Position Title: Tax Collection/Assessor Clerk

Hours: 35 Hours Weekly Total (Time shared with Tax Assessor's Office)

Union: Yes

Pay Grade: Per Union Contract

This position will work in both the Tax Collection and Tax Assessor Offices.

Under the direction of the Tax Collector, this position involves processing of receipts and tax payments including customer service (vendors, other departments, financial institutions, walk-in customers and telephone)

Minimum Requirements:

- High School Diploma or Equivalent
- Minimum of three years of similar experience/skills required to perform duties of the position.
- Ability to work independently and as a team.
- Willingness to undertake new responsibilities and assignments as required.
- Be a Self-Starter and be able to work with little or no supervision.
- Must be able to handle and prioritize multiple tasks and remain on task despite interruptions.
- Applicants must possess strong office skills and working knowledge of Microsoft Word and Excel, Outlook, Vision Tax Administration/Collection software experience a plus.
- Ability to perform basic mathematical functions
- Cognitive ability to be able to research and resolve problems.
- General understanding of the Real Estate Market and Appraising
- Read Tax Assessor Maps and Subdivision Plans
- Understand GIS mapping and the ability to navigate the GIS website

Typical Duties and Responsibilities – Tax Collection Office:

- Accept and process all payments received in person, by mail, lock box, credit card or collection agency.
- Maintain cash drawer following proper procedure for safe guarding cash and reconciling on a daily basis.
- Compute and prepare necessary paperwork for taxpayer accounts.
- Prepare and mail delinquent notices
- Prepare Municipal Lien Certificates as requested by attorneys and/or real estate personnel; collect appropriate fee and deposit in accordance with proper procedures.
- Answer inquiries from persons, both on the telephone and in person regarding tax status.
- Any and all added duties as may be deemed necessary by the Tax Collector in the performance of this position.
- This position has quarterly collections in which all staff is necessary to accommodate increased mall and foot traffic. Applicant must be aware that time off during these collection periods is highly discouraged. Time periods are: June 25th – July 10th; September 27th – October 10th; December 27th – January 10th; and March 26th – April 10th.

Under the direction of the Tax Assessor, the position involves:

- Have a thorough understanding of personal computers, operating systems, and specialized software products used in Tax Bill, Administration, and Assessing.
- Be able to create and maintain computerized documents and spreadsheets (Word, Excel)
- Work well with figures and accurately use a calculator
- Communicate well with people
- Exhibit a general understanding/knowledge of assessing practices and procedures
- Work well under pressure and be able to meet continual deadlines
- Possess a working knowledge of modern office procedures and practices
- Be able to read and understand Tax Assessor Maps and Sub-Division Plans

Typical Duties and Responsibilities – Tax Assessor's Office:

- Assist the Tax Assessor and Senior Clerk in all aspects of running the office
- Create computerized queries and reports as requested by the Assessor or Senior Clerk
- Updating computer database information to reflect ownership transfers, address changes, exemptions, and property characteristic changes
- Print tax rolls, workbooks, field cards, labels, and reports as required
- Keep all computer and manual records maintained by the office up to date
- Coordinate the annual transfer of tax billing information to the Tax Collector's Office
- Assist the Assessor and Senior Clerk in motor vehicle pricing
- Assist the Assessor and Senior Clerk in auditing and maintaining Tangible Property Accounts
- Assist the Assessor and Senior Clerk with Farm, Forest, and Open Space (FFOS) Accounts/Properties
- Review all tax roll changes for accuracy
- Review all Land Evidence Records of the Town and reflect property transfers on all applicable records of the Assessor's Office.
- Review all subdivision maps and coordinate the changing of the plat maps and computer database
- Assist the Assessor in trial preparation
- Assist the Assessor and Senior Clerk in Tax Board of Review scheduling and preparation
- Accept, research, and process taxpayer questions and concerns in a courteous and equitable manner
- Assist in processing abatements and monthly abatement reports
- Assist in processing annual property exemptions and PAYT Trash Bag Program
- Process monthly building permits according to the procedures established by the Assessor
- To assist the Tax Assessor and Senior Clerk in any other office matters as needed.

Position will require periods of sitting at desk, standing at counter, bending, filling, and the ability to lift at least 20 pounds.