Part-Time Position Available:

Assessor Clerk

The Town of Killingworth is accepting applications for the part-time position of Assessment Clerk. The position requires about *19 hours* of office work per week. Reports to the Assessor. *$25.21 – 27.07/hr.*

M	8am-12pm
T	8am-12pm
W	8am-12pm
Th	4pm-7pm
Fri	8am-12pm

Basic Functions

Position provides varied clerical, technical, and office administrative support to the Assessor. Assists in Grand List preparation and performs various duties as delegated. Assists in the administration of State and Local benefit programs.

Principal Responsibilities and Duties

- Process property information related to real estate, personal property, and motor vehicle accounts.
- Prepare and enter information into assessment databases; review for accuracy.
- Assist the general public, residential and commercial property owners, lawyers, realtors, and title-searchers, responding to queries regarding the Grand List, assessments, state statutes, etc.
- Assist the public in filing for various tax credit and exemption programs.
- Assist in preparation and processing of real estate sales ratio information for State M-45 reporting.
- Assist in the maintenance of the Motor Vehicle Grand list, including prorates and removals.
- Assist in personal property discovery, correspondence, and processing of declarations.

- Prepare legal notices and mailings in accordance with CT General Statutes; update Town website notices and forms as needed.
- Communicate with software vendors, IT, and GIS vendor, as necessary.
- Provide administrative support to the Board of Assessment Appeals, as appropriate.
- Perform clerical and administrative duties, as assigned; other related duties, as assigned.

Knowledge, Skills, and Abilities

- Ability to work independently with minimal supervision and exercise independent judgment in the execution and completion of varied clerical and technical duties; accuracy in typing and recording data.
- Skilled in the use of a computer and Microsoft Office products as well as the ability to learn and adequately use industry-specific and specialized software.
- Ability to handle a large volume of telephone, email, and in-person inquiries.
- General knowledge of the principles of governmental policies and procedures.
- Ability to acquire a working knowledge of the Assessor's duties, general statutes, and regulations.
- Ability to create, update, and maintain accurate records and to ensure completion of work within established deadlines.
- Ability to communicate effectively with the general public and to handle sensitive, confidential matters with tact and courtesy.
- Ability to read survey maps and to acquire a working knowledge of Assessor's maps and GIS system.
- Ability to understand and execute written and oral instructions.
- Ability to compute basic mathematical calculations.

Qualifications

- High school diploma or equivalent; Bachelor's or relevant Associate's degree preferred.
- Two (2) years of experience in a municipal assessor's office preferred, or responsible clerical bookkeeping experience, or relevant coursework.
- Proficiency with Microsoft Word, Microsoft Excel, and standard office equipment.
- Real estate or land records experience desirable.
- Demonstrated willingness to assist the public, compose routine correspondence, and work with town officials and staff members in a positive and professional manner.
- Experience with Computer-Aided Mass Appraisal (CAMA) and Quality Data Service (QDS) assessment software desirable.
- Willingness to pursue AAT and/or CCMA certification preferred.

Submit resume and letter of interest to Eric Couture, First Selectman, 323 Route 81, Killingworth, CT 06419 or by email to FirstSelectman@townofkillingworth.com

The Town of Killingworth is an equal opportunity employer. Applicants will be considered on their experience, qualifications, and ability, without regard to any legally protected status.