
Town of West Tisbury, MA

POSITION: Administrative Assistant

DEPARTMENT: Board of Assessors

GENERAL SUMMARY

Administrative, technical and clerical support in assisting the Principal Assessor and Board of Assessors.

ESSENTIAL DUTIES AND FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Maintains real and personal property ownership records.
2. Prepares minutes from recorded twice monthly meetings.
3. Updates property sales data including confirming information using and reviewing sales verification forms with buyers and sellers.
4. Assists with the maintenance of computerized appraisal system data as required.
5. Assists the public with general questions on tax assessments and abatements.
6. Responsible for assisting the public with tax exemption applications and reviewing applications to determine eligibility.
7. Prepares certified abutters' lists.
8. Assists with public records requests and helps to maintain archives.
9. Responsible for completing abatement and exemption certificates and various reports after action by the Board of Assessors.

10. Responsible for assisting the public with motor vehicle excise tax abatements as well as the processing of those abatements.

SUPERVISION

Works under the direction of the Principal Assessor and is expected to work independently in carrying out instructions. Independent judgment is sometimes required in dealing with the general public. No supervisory responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

High School Degree required; Associate's Degree preferred; 2 - 4 years of Administrative experience or related field preferred; experience working with computers; experience taking meeting minutes is preferred or any equivalent combination of education, training and experience.

Knowledge, Abilities and Skills

A candidate for this position should have:

Knowledge: Basic knowledge of the municipal administration process; basic knowledge of the functions of municipal government; basic understanding of the interaction between local government, state government, and federal government; basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Abilities: Ability to plan, organize and collaborate with others; ability to communicate effectively; ability to establish and maintain effective working relationships with all employees and board/committee members; ability to prioritize multiple tasks and deal effectively with interruptions. Ability to operate a computer and proficient in the use of MS Office applications.

Skills: Excellent organization skills; excellent written and verbal communication skills; excellent computer skills including Microsoft Outlook, Word and Excel.

Certifications and Licenses

None.

Tools and Equipment Used

Equipment operated includes standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Vision and hearing at or correctable to normal ranges.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting.

Errors could result in delay and confusion, monetary loss, have legal and/or financial repercussions, and cause adverse public relations. Makes frequent contact with town officials and employees, and the general public.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.