

SELECTMEN'S OFFICE ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Provides administrative support to the Board of Selectmen, Town Administrator, Town Assessor and Building Inspector. Processes documents and correspondence related to Selectmen's Office and the Building Department.

SUPERVISION RECEIVED

Reports to Town Administrator

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

1. Receive incoming phone calls and email related to any and all types of issues from the community, directs calls to proper department or provides answers and information necessary to satisfy callers.
2. Assist in administering the daily operation of the Selectmen's and the Building Inspector's Offices.
3. Receives daily mail, opens and dispenses to proper departments, make copies and distributes as material may dictate.
4. Provide wide range of clerical functions as required by Town Administrator, Board of Selectmen, Town Assessor and Building Inspector.
5. Accept revenue.
6. Coordinate yearly mapping updates with NRPC.
7. Assist with the maintenance of records and files related to Human Resources, Office of Selectmen, Assessing and Building Departments.
8. Assist in preparation for the semi-annual tax billing including the transfer of assessment data.
9. Responsible for the ordering of all office supplies.
10. Work harmoniously with elected and appointed officials, the public agencies and their staffs, the media and private organizations.
11. Assist the bookkeeper with establishing new employee files. Distribute various plan pamphlets and brochures, providing copies of the Personnel Policy Manual as well as other kinds of support.
12. Serve as a rental agent for the town.
13. Administer the town E-911 program.
14. Assist with the distribution of and the website posting of committee/board minutes.
15. Assist with the preparation of the MS-1 (Statement of Town Valuation)
16. Process all changes and updates received from the Assessor, inputting information on computer, maintain assessment cards which includes assisting owners, appraisers, etc. with general information, and making copies when necessary.

17. Maintain and update Property Tax Credits, Exemption Applications as well as assisting with processing abatements on taxes.
18. Process new Current Land Use applications, including figuring charges, and all necessary paperwork for Current Land Use releases.
19. Process Intent to cut applications, including figuring changes, and all necessary paperwork for Yield Taxes. Main point of contact for Town Forester and State Forest Ranger.
20. Process Intent to Excavate applications, including figuring charges, and all necessary paperwork for Gravel Taxes.
21. Coordinate with Tax Collector on all property tax, gravel tax, yield tax, and current land use warrants/abatements.
22. Coordinate preparation of Town Report, including gathering information, making necessary telephone calls, and presenting materials to printer.
23. Maintains and updates Town Web Site, including gathering information from other Departments, adding pertinent links and posting minutes and agendas in a timely manner.
24. Assist with the preparation of yearly audit providing required information and documents.
25. Attend seminars and workshop to keep informed of any changes regarding Current Land Use, Yield Taxes, or any other issues pertaining to the Office of the Selectmen.
26. Performs other related duties as assigned and attend to many items simultaneously and/or in sequence.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of office practices and administrative procedures, understanding of basic bookkeeping practices. Knowledge of record-keeping systems. Familiarity with NH Statutes relating to municipalities, and the regulations related to governmental operations generally and property assessment, tax abatements and tax exemptions in particular. Knowledge of the principles of real estate and property valuation. Understanding of personnel and benefit administration. Skill in performing basic mathematic calculations. Skill in the use of such office equipment as a personal computer, calculator, copier, GPS. Skill in dealing with the public. Must have organizational skills and the ability to prioritize and handle multiple tasks. Needs verbal and written communication skills. Ability to maintain appropriate level of confidentiality. Ability to maintain records and reports. Ability to establish and maintain effective working relationships with the public, town officials and other town employees.

MINIMUM QUALIFICATIONS

High School Diploma or greater. Working knowledge of Microsoft Office Applications, the Internet, email and Vision Assessing Software. At least two years prior experience in an office administrative position. Good grammar, communication, and writing skills. Desire to help others. Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.