

# City of Berlin

## Assessing Coordinator

<b>Title</b>	Assessing Coordinator
<b>Department(s)</b>	Assessors' Department
<b>Reports to</b>	Works under the general supervision of the City Manager for Assessing functions and the City Clerk for City Clerk functions

### Job Summary

This position serves as coordinator of the City's contracted assessing function and also as the Deputy to the City Clerk and is responsible for varied tasks relating to both of these functions. In the absence of the City Clerk, the position will oversee the day to day City Clerk functions

### Summary of Essential Job Functions

#### Assessing Function

- General duties include answering all inquiries regarding assessing issues either by phone, e-mail or in person, filing Application for Reimbursement for City on Federal/State Forest Land, preparing and mailing Notice of Intent to Tax Personal Property on Land of Another (Ex. manufactured housing, towers, etc.), making deposits as required, prepare budget, audit invoices, prepare and sign voucher, review monthly budget statement, prepare annual report, other routine secretarial duties as assigned by assessors
- Serves as Secretary and staff to Board of Assessors including posting meetings, preparing agenda, providing information and data for meetings, taking and providing meeting minutes, keeping the Board informed on assessing matters
- Processes Real Estate Transfers including download deeds, mortgages and discharges from Registry of Deeds on a weekly basis, determining property being transferred and extent of transfer, making all necessary changes to Property Record Cards, verify that plan has been approved and recorded if deed indicates a subdivision or lot line adjustment and make needed changes and give all materials for parcel to Assessor for review. On a monthly basis, prepares list of all transfers for use in updating records by Collections, Water Works, Code Enforcement and Fire Department, maintain sales book, verifies and codes transfers for equalization study online with DRA Web Portal, prepares transfer cards, organizes deeds so they can be sent to mapping company for updating, organizes all approved subdivisions, lot line adjustments and voluntary mergers from April 1 to March 31 for map updating
- Processes Assessor's Sales Study including reviewing with Assessor and Board of Assessors the preliminary report and make appropriate changes, releasing study to Department of Revenue Administration (DRA) and obtain Board's signature on certification form, and review any changes DRA makes, and on the accompanying reports and copy same for review by Assessor and Board
- Processes Building Permits including entering building permits in CAMA System, print lists of all permits in December or January, print cards that have permits issued from April 1 to date, print cards that have been flagged for further review, print cards as permits are submitted by Code Enforcement Office in February and March
- Process changes due to Permits including making all changes noted – sketch, data, depreciation, etc. after inspection by Assessors, give to Assessor for review and make final

changes noted, verify that all permit work has been reviewed and track parcels that need further review by assigning % complete in CAMA permit section, print new cards and file with previous cards so there is parcel history, make changes to cards based on data collection process—approximately 800-900 cards per year

- Process Intent to Cut and/or Excavation forms including reviewing notice and matrix, signing form on behalf of Assessor's office if information is complete and no bond is required. If a bond is required, calculate and sign bond, if something is missing or incorrect, refer form to Assessor, e-mail signed/approved forms to appropriate State offices, once logging operation or excavation is complete and report is filed, prepare certification and warrant for Board's signature, keep records on number of operations, bonds and total tax due and file proper forms with DRA and Tax Collector
- Process Current Use Applications including providing current use information, preliminary review of application, matrix, map and plan, if applicable, if parcel no longer qualifies for current use, refer change to Assessor for land use change tax and make all needed adjustments to parcel, prepare forms for Board and process with Collection Department, due to current use requirement changes, do periodic review of files to ascertain that all data is contained in file, periodically request updated stewardship plan for parcels receiving forest land with stewardship rate
- Process Abatements including reviewing the application and making sure that all information required is completed, copy forms for Assessor review, make changes recommended by Assessor and present same to Board for approval, prepare all forms needed and notify Tax Collector
- Process Exemptions, Credits & Deferrals including explaining guidelines to taxpayers, and furnishing application and accompanying documentation, review application and documentation and ascertain that the Board has information necessary to make a decision as to eligibility. Once approved/disapproved, notify taxpayer of decision and make appropriate changes in CAMA and MuniSmart tax system, annually review all exemptions and credits and make necessary changes if parcel was sold during the year, notify Tax Collector of approved deferrals
- Process Exempt Properties including mailing exempt application forms (A-9 & A-12) to charitable, education and religious institutions in accordance with RSA 72:23, reviewing application and accompanying documentation and advise Board of who has filed, if new application, make sure all needed documentation needed to establish qualification is supplied and present same to Board for their approval, correct status on property record cards and tax files
- Process MS-1 form including making sure that all changes have been entered and that current owner is listed on parcels, adjusting current use parcels to proper rates and equalized ratio, transferring data from CAMA to MuniSmart system and balance, verify that exemption and credits are same in both systems, print reports needed to complete MS-1 and verify that all data on form is correct, obtain Board signature and mail prior to deadline of September 1, prepare warrant for signature once tax rate is set
- Performs related work as required

## **City Clerk Function**

- General City Clerk duties will be undertaken during the City Clerk's absence. The incumbent serves as custodian of city records, supervises the recording and reporting of vital statistics (births, deaths and marriages); and certifies copies of records for the general public
- Supervises the issuances of permits and licenses in accordance with state laws and city ordinances, e.g. marriage intentions and licenses, dog licenses, vendor licenses, etc. Collects and records fees, maintains cash deposit records
- As Clerk to the City Council, attends all regular and special meetings, prepares agenda with City Manager, and takes minutes of meetings. Oversees the recording of minutes, the advertising of ordinances and resolutions, the preparation of material for Council meetings and notifying parties of actions taken at meetings
- Arranges for municipal, state and national elections, the maintenance of all election records; prepares ballots for municipal election, political calendar, newspaper notices; trains and instructs ward officials of duties
- Prepares records, City Council and Elections annual budgets, and supervises maintenance of department accounting records. Prepares annual report for City Clerk, City Council and election activities
- Maintains effective communications with all city departments, the City Manager, City Council and the public regarding questions of law, procedures and information related to city records

## **Minimum Requirements**

Significant clerical, secretarial, or bookkeeping education and experience. The requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities

## **Abilities Required**

Knowledge of business, English, spelling, arithmetic, and book-keeping. Knowledge of office procedures and practices, ability to quickly obtain knowledge of vital records rules and regulations, election rules and regulations, various city cemetaries, RSAs governing City Clerk's office and Assessors' office, and keep accurate records. Able to apply judgment to provisions of laws, regulations and programs, work independently, understand City assessing and City Clerk operations and to take the initiative to assist and improve those operations. Ability to fully utilize assessing and City Clerk software and computers to keep complete records so that there is clear documentation of work accomplished and a clear record of all changes to City assessing and City Clerk systems. Able to work courteously and effectively with many different people both inside and outside the Assessing and City Clerk Departments. General knowledge of personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets and data bases.

An incumbent in this position consistently demonstrates

- Initiative to tackle assigned projects without direct supervision
- Interest in maintaining assessing and city clerk systems
- Pleasant helpful demeanor with public and staff
- Personal example to encourage others to provide a high level of service to customers
- Able to communicate adequately with supervisors, other employees, and the public orally
- Able to exercise and maintain professional discretion and confidentiality where appropriate and particularly with respect to Vital Records due to important privacy expectations and requirements

Work is performed in office. This includes the ability to lift up items weighing up to 25 pounds. Must be able to communicate with the public, supervisors and with other employees.

## Physical / Environmental Requirements

The physical demands described herein are representative of those required to meet the essential functions of the position. The physical requirements of this classification vary in intensity and degree based on assigned work and circumstances.

LIFT up to 10 lbs.: Frequently required

CARRY up to 10 lbs.: Frequently required

REACH above shoulder height: Frequently required

REACH at shoulder height: Frequently required

REACH below shoulder height: Frequently required

PUSH/PULL: Frequently required

### HAND MANIPULATION

Grasping: Frequently required

Handling: Frequently required

Daily use of City Seal by bearing down in a repetitive motion using both hands to certify Vital Record Forms.

Twisting: Occasionally required

Bending: Frequently required

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instructions.

Sight: Necessary to perform job effectively.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## Additional Information

HR use only	
Job code	
Generic title	Assessing Coordinator
Pay grade	\$20.18
Management? (Yes/No)	No
E/NE status	
Last revised	10/09/19 jw