



**TOWN OF CUMBERLAND
Human Resources Office
45 Broad Street
Cumberland, Rhode Island 02864**

POSITION: CLERK
DEPARTMENT: TAX ASSESSOR'S OFFICE
REPORTS TO: TAX ASSESSOR/DEPUTY TAX ASSESSOR
FSLA STATUS: Non-Exempt/ Hired/ Hourly based on CTEU Collective Bargaining Agreement
Grade/ Union/Hours: CTEU/Full-Time

This Position will be filled in accordance with the Collective Bargaining Agreement between the Town of Cumberland and the CTEU- Cumberland Town Employee's Union. Hours for this position are 8:30 AM until 4:30 PM. Monday through Friday. All Clerks are responsible for specific clerical and administrative duties and functions that are applicable to the Department that they work. They will support the duties and functions of the Department Head.

JOB SUMMARY: Under the direction of the Town Tax Assessor this Clerk Position is responsible for the daily fiscal and clerical operation within the Tax Assessor's Department. The duties and responsibilities below are representative of the knowledge, skills, and abilities required. Clerk will process and review assessment records, assist in exemptions and assessment roll preparation, apply and explain assessment regulations, procedures, and practices to the public, and will perform other tax assessment work as required. Other duties will be assigned as needed.

ESSENTIAL DUTIES and RESPONSIBILITIES: The Tax Assessment Clerk(s) will support the Tax Assessor and/or Deputy Tax Assessor.

Assessment and appraisal duties including, but not limited to the following:

- Perform general assessment clerical work involving independent judgment and accuracy
- Understand and apply assessment laws, rules, and procedures to specific situations.
- Identify and investigate problems.
- Process property transfers by reviewing record ownership documents and verifying grantors name APN and property descriptions against existing records.
- Review claims and declarations for various property tax exemptions.
- Create and update transfer history charts which illustrate ownership changes.
- Identify and investigate errors made in the property transfer process
- Identify and resolve defects of title or legal description
- Post changes in ownership, taxability, mailing addresses, tax rate areas, and addresses to various records.
- Contact title companies, taxpayers, and attorneys regarding titles and transfers.
- Analyze and process a variety of surveys and questionnaires.
- Update and maintain records relating to value transmittals, sales confirmations, property splits, combinations, revisions, address and site change, new building permits, and tax codes.
- Recognize incorrect entries on source documents and refer to appropriate personnel for corrections.

- Analyze assessment roll edit reports to identify errors for corrective action.
- Process parcel splits, tax cancellations, and tax segregations.
- Assist the public by answering routine questions relating to title of property, standard assessment and parcel maps, and the tax rolls.
- Act as a resource to the public and Town employees regarding appraisal records processed and maintained.

EDUCATION QUALIFICATION AND EXPERIENCE:

Education and Experience: Must be 18 years of age or older; must possess a high school diploma or GED certificate-Associates Degree a plus. One (1) year or more of clerical experience preferred. Experience in a Tax assessor's office also preferred, but not necessary.

QUALIFICATIONS AND EXPERIENCE:

- Working knowledge of assessment procedures and practices.
- Knowledge of legal documents applying to the purchase, lease, sale and transfer of real estate
- Knowledge of office procedures and practices.
- High degree of interpersonal communication skills
- Ability to work effectively and communicate on a day-to-day basis with the public, supervisors, support personnel, and Town Staff.