

Town of Hamden
Tax Clerk/Assessment Clerk

Nonclassified/Noncompetitive
Department: Tax/ Assessor

Non-Bargaining Position
Salary: TBD

Position Definition: This is a shared position between the Tax Office and the Assessor's Office assisting these two departments during the tax collection periods and the establishment of the Town's Grand List annually. This position will perform cashier/clerical work in assisting the Tax Collector and the Assessor in the Town of Hamden.

Supervision Received: Receives general supervision from the Tax Collector and the Chief Assessor or his/her designee. May be supervised by Department employees of a higher classification.

Supervision Exercised: None.

Essential Job Functions (Tax): Greets taxpayers arriving in person in the Tax Office. Tactfully and effectively answers questions asked in person or by incoming phone calls. Processes tax payments received in person or by mail. Reconcile cash drawer during heavy collection activity. Codes receivable files for bank escrow payments. Updates receivable files with new addresses. Perform general office clerical task as instructed. Performs other related duties as requested or assigned.

Essential Job Functions (Assessment): Greets taxpayers arriving in person in the Assessor's Office and provides assistance and information to them. Receives information concerning, Real Estate, Motor Vehicles and Personal Property, updates computer records and files information. Assist the general public in filing for tax relief benefits. Reviews information concerning motor vehicle adjustments and adjust bills or request additional information as appropriate. Assist in handling routine correspondence, phone inquiries and map reproducing. Performs other related duties as assigned.

Minimum Qualifications Required: Graduation from high school or GED equivalent with (2) two years of experience involving the receipt and counting of monies or experience working with land records; or an equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and abilities to perform the essential job functions.

Knowledge, Skills and Abilities: Must acquire a proficiency in department-specific computer applications for both the Tax Department and the Assessor's Department and have a general knowledge of integrated software such as Microsoft Office and its related applications including Word and Excel, and be able to utilize the Town's email system, or be able to acquire these skills within a reasonable training period. Ability to establish and maintain effective working relationships with Town employees and the general public. Must have strong oral, written and interpersonal communication skills; along with organizational skills and the ability to relate to staff and the public in a positive manner.

License or Certificate: A Connecticut Motor Vehicle Operator's License is required.

Physical/Mental Exertion/Environmental Conditions: Works in office setting subject to continuous interruptions. Includes exposure to computer screens on a daily basis; may be required to lift and move light to medium weights, i.e., manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

Note: the above description is illustrative of tasks and responsibilities. It is not meant to be inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Amended and approved by the Civil Service Commission on July 5, 2016.

Created and approved by Civil Service 12/07/2015.