

CITY OF NORTH ADAMS, MASSACHUSETTS

Title: Senior Clerk	Grade: S-12
Department: Office of the Assessor	FTE: 1.0
Reports to: Assessor	

POSITION SUMMARY

The clerk will perform a variety of office support and clerical duties for the City of North Adams Assessor's Office and will provide information and assistance to residents and property owners, city staff, and other constituencies.

PRIMARY DUTIES

- Assist residents and property owners as well as city colleagues by providing information and resources through the Assessor's Office in person, on the telephone, and through electronic communication.
- Provide staff support to the city Board of Assessors.
- Balance tax accounts on a weekly and monthly basis.
- Prepare and disseminate routine and project-specific communications (including correspondence, notices, applications, and reports) at the direction of the Assessor.
- Compile, prepare, and enter data relating to deeds, exemption, excise and property taxes, tax abatements, state reimbursements, and sales questionnaires; verify data for accuracy and completeness; assist in the preparation and submission of reports.
- Verify legal descriptions/information on deeds and maps for accuracy and recommend database updates as appropriate.
- Maintain files and records, including property record cards and statistical data related to tax abatements, exemptions, and overlay accounts.
- Maintain calendar of activities, meetings, and events for assigned staff; coordinate activities and meetings with other city departments, the public, and outside agencies.
- Process and sort incoming and outgoing correspondence.
- Perform related duties as required.

EXPERIENCE AND QUALIFICATIONS

- High school diploma with at least three years prior, relevant work experience, preferably in a municipal setting; associate's degree preferred.
- Strong written and oral communication skills.
- Strong accounting and computation skills.
- Experience with customer service and collaboration in person, over the telephone, and through electronic communications.
- Knowledge of office procedures and experience with productivity tools including Microsoft Word, Excel, and Power Point; familiarity with GIS mapping software a plus.
- Meticulous attention to detail in billing, record keeping, and filing practices.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

The position requires a moderate amount of walking, standing, sitting, and climbing stairs whenever necessary. Activities also include moderate physical exertion in body movement such as reaching, bending, twisting, grasping, pushing, and pulling of objects. The position requires lifting objects of 40 pounds on a frequent basis, and over 40 pounds occasionally. There is a frequent requirement of fine manipulation associated with the required use of a computer, typewriter, keyboard, calculator, and other business technology.

APPLICATION PROCESS

Review of applications will begin immediately. Interested candidates are invited to submit an application along with cover letter, resume, and references to:

Michelle Ells, Office of the Mayor
City Hall
10 Main Street, North Adams, MA 01247

or by email to mells@northadams-ma.gov

The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.