TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

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Human Resources Director

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JOB POSTING

POSITION AVAILABLE: Head Account Clerk (Assessor's Department)

QUALIFICATIONS: Candidate for this position should have a High School Diploma or equivalent and three (3) to five (5) years experience in an advanced accounts management position dealing with the public or an equivalent and relevant combination of education and experience, relative to Assessor's Office operations.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: $37,178 – 51,256

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: June 14, 2016
To: June 24, 2016

TYPE OF POSTING: Union and Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources Department on the 2nd floor of the Town Hall located at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Grade 2

HEAD ACCOUNT CLERK
(37.5 HOURS PER WEEK)

SUMMARY:

Position provides highly responsible senior level functions essential to the operation of a municipal assessing department. Assists in maintaining accurate physical and electronic files on over 11,000 real and personal property accounts. Processes changes, abatements and exemptions on over 30,000 motor vehicle excise accounts.

SUPERVISION RECEIVED:

The Head Account Clerk is subject to the direction and control of the Department Head or his/her designee.

SUPERVISION EXERCISED:

Supervision exercised in activities of subordinate Account Clerks.

QUALIFICATIONS:

Candidate for this position should have a High School Diploma or equivalent and three (3) to five (5) years experience in an advanced accounts management position dealing with the public or an equivalent and relevant combination of education and experience, relative to Assessor's Office operations.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have a high degree of manual dexterity.
- Must be able to lift, handle, and manipulate on occasion at least 30 lbs. normally less.
- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.
- Must have good vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).

HEAD ACCOUNT CLERK
(37.5 HOURS PER WEEK)

GENERAL DUTIES AND RESPONSIBILITIES:

1. Maintain filing systems, including confidential personnel records, accounts, and contract files.
2. Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution, answer telephones and greet visitors to facility.
3. Assist other departmental staff in the performance of their duties, as necessary.
4. Process deeds related to changes in ownership of property.
5. Prepare property sales reports for transmittal to the Commonwealth of Massachusetts and the Chief Assessor.
6. Process exemption applications, qualify applicants, issue certificates, supply reports for the Chief Assessor and the Finance Director, file state reimbursement reports, mail certificates and applications upon approval.
7. Process changes on property as these relate to additions, new homes, and renovations.
8. Prepare the office payroll and vouchers in the absence of staff.
9. Prepare correspondence for Assessors and perform various office projects.
10. Provide responses to value questions on motor vehicles.
11. Provide assistance to other staff on any unexpected project in the office.
12. Perform excise tax bill related work.
13. Assist Assessors in revaluation year related work.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE ASSESSORS'S DEPARTMENT.