TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

DEPARTMENT OF ADMINISTRATIVE SERVICES

TERESA BELANGER
HUMAN RESOURCES DIRECTOR

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

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

QUALIFICATIONS: Candidate for this position should have a High School Diploma or equivalent and three (3) years bookkeeping, accounts payable, typing, computer, and office experience dealing with the public, or an equivalent and relevant combination of education and experience.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: $32,608 – 44,946

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

POSTING DATES: From: July 29, 2016
To: August 17, 2016

TYPE OF POSTING: Union and Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at 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 1

SENIOR ACCOUNT CLERK
(37.5 HOURS PER WEEK)

SUMMARY:

Position provides specialized clerical work of more than ordinary difficulty and responsibility in relation to all phases of account maintenance work.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

None Noted

QUALIFICATIONS:

Candidate for this position should have a High School Diploma or equivalent and three (3) years bookkeeping, accounts payable, typing, computer, and office experience dealing with the public, or an equivalent and relevant combination of education and experience.

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 normal 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.).

GENERAL DUTIES AND RESPONSIBILITIES:

1. Provide counter and telephone assistance to the public and Town departments, taking phone calls, directing walk-ins, answering inquiries, and providing directions as necessary.
2. Place and receive phone calls, refer callers to proper officials or deliver messages as necessary.
3. Assist other departmental staff in the performance of their duties, as necessary.

SENIOR ACCOUNT CLERK
(37.5 HOURS PER WEEK)

4. Update property records due to sales, new subdivisions, other property transfers, foreclosures, value changes, abatements, exemptions, or related reasons.

5. Compile data in order to generate real and personal property tax bills.
6. Develop computer reports as required for year to year filing with the Department of Revenue and prepare other reports as requested by the Chief Assessor regarding sales, land use codes, street listings, or related categories.
7. Perform back up of departmental software regularly and interact with software vendor concerning the functionality of the Vision.
8. Develop and maintain records and process documentation relative to real, personal and excise tax issues.
9. Record and file documentation relative to real, personal and excise tax using the computer and/or manually.
10. Respond to mail regarding excise tax bills, abate bills, send notification, compile data on abatements, and transmit to the Collector.
11. Commit excise tax payments to the Collector, send month end commitments and recap of abatements to Collector and Auditor.
12. Notify other municipalities and the Registry of Motor Vehicles of changes and items requiring a rebilling for excise tax.
13. Verify and make changes to abutters lists and contact individual requesting lists within five days.
14. Update property records to incorporate changes for public sewer and other changes, using computer design tools in order to draw diagram of building.
15. Pull property cards for building permits.
16. Enter information into software system for compilation of the Town report and department reports, designing and maintaining report parameters and databases.

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