



TOWN OF RIDGEFIELD

POSITION AVAILABLE

TITLE: **Assessment Clerk 1**
Full Time

DESCRIPTION: To perform general administrative and clerical activities related to the Assessor's office.

- ◆ Responds to inquiries concerning real, personal, motor vehicle ownership and property locations in person and on the phone
- ◆ Prepares and processes motor vehicle prorates and credits as well as data entry same
- ◆ Works with the Assessor to process property record transfers and generating new records as required
- ◆ Property Transfers – make changes to ownership of Real Estate Field Cards as a result of property deeds that are filed in the Town Clerk's office
- ◆ Maintains the State sales ratio files for the office and the State of CT portal daily
- ◆ Processes building permits on field cards and prepares certificates of occupancy
- ◆ Files office paperwork including field cards, summary cards, maps, motor vehicle prorates, certificates of correction, building permits, and personal property declarations
- ◆ Assists in the preparing of personal property packages to be sent to business personal owners under the direction of the Assessor
- ◆ Regular attendance as required by the position
- ◆ Maintains the database used to develop the Grand List and other reports required by the Assessor
- ◆ Accepts and explains all exemption applications for both State and local programs
- ◆ Other duties as required

PHYSICAL REQUIREMENTS:

Normal office environment with typical business equipment; ability to operate the copier, telephone, computer and visually review documents

QUALIFICATIONS:

- ❖ High school diploma or equivalent
- ❖ One year of comparable experience, preferably as an Entry Level Clerk in the Assessor's office
- ❖ Typing of 50 WPM; knowledge of office software
- ❖ Ability to juggle multiple projects
- ❖ Strong detail orientation with demonstrated ability to follow through on projects

HIRING SALARY RANGE: **UPSEU Assessment Clerk 1 –**
Grade 9, Step 1: \$18.61/hr

JOB POSTING DATES: **January 17, 2024 – until filled**

TO APPLY, PLEASE SEND LETTER AND RESUME TO:
TOWN OF RIDGEFIELD, HUMAN RESOURCES, 400 MAIN STREET, RIDGEFIELD, CT 06877
personnel@ridgefieldct.gov