



## Town of Alton Job Description Assessing Department "Assessing Secretary"

**Date:** July 30, 2018

**General Position Description:** Performs general clerical functions that require mature judgement, confidentiality as requested. Operates office equipment including computers, typewriter, copiers, postage, fax machines and other equipment relating to work. Has technical expertise and ability in operating computer programs. Files materials, records, correspondence and documents in accordance with generally accepted office practices. Provides office coverage when necessary and promptly and politely maintains effective working relationships with town officials, employees and representatives of other government agencies, outside agencies and the general public. Willingness to work evenings as necessary. Promptly, politely and professionally attends to telephone calls and public counter receptions. Communicates orally and in writing using appropriate language and grammar. Performs other duties as assigned. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** Reports directly to the Tax Assessor.

**Equipment Used:** Computers, Scanners, Copiers, Postage Machine, Fax Machines, Letter Folding Machine, Printers, Cameras, Telephones, and all other types of office equipment.

**Environment:** Inside: 99% Outside: 1%

**Computer Functions:** Microsoft Office to include Word, Excel, Outlook, etc. Must have a working knowledge of Microsoft Word. Occasional use of Excel for reports and spreadsheets. Knowledge or willingness to learn the current Assessing Software "Vision" or "Avitar".

### **Cognitive and Sensory Requirements:**

- **Vision:** Corrected to 20-30 or a level which will enable the necessary vision to read instructions and documents.
- **Hearing:** Necessary for listening and understanding instructions and questions.
- **Speaking:** Necessary for communicating with employees, residents, general public, supervisors, department heads, Town Administrator and the Select board.
- **Dexterity:** Necessary for operating all office machines as stated above, handwriting, and computer keyboard operations, etc.
- **Mobility:** Needed to walk around the Town Hall and elsewhere for other duties such as banking, errands, as well as other outside locations when needed, etc.

### **Physical Requirements:**

Lift up to 10 pounds: occasionally required.  
Carry up to 10 pounds: occasionally required  
Balancing: never required.  
Push/pull: occasionally required.  
Reach above shoulder height: occasionally required.  
Reach at shoulder height: occasionally required.  
Reach below shoulder height: occasionally required.  
Sit: up to 7 hours a day.  
Stand: occasionally.

Walk: occasionally.  
Twisting: occasionally required.  
Bending: occasionally required.  
Crawling: never required.  
Squatting: rarely required.  
Kneeling: rarely required.  
Crouching: rarely required.  
Climbing: never required  
Driving: on town time, never required.

**Fine motor skills (hands, wrists, fingers, feet, toes, etc.):**

- Grasping: constantly required.
- Handling: constantly required.
- Fingers: frequently required. Keyboards, hand tools, etc.
- Foot/feet: constantly required threw out town hall.
- Toes: never required, except for walking.
- Controls and equipment: all office equipment as stated above, telephone, computers.

**Work Surfaces:**

- Office area includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards.
- All surfaces of various heights
- Vertical and horizontal step surfaces, occasionally.

**Summary of Occupational Exposures:**

- Most work occurs within the office setting.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.
- When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

**Other Training, Skills and Experience Requirements:** Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**License/Certification Requirements:**

- Valid NH driver's license.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:** Monday through Friday, 8am – 4:30pm. Evening hours until 7:00pm on two Thursday evenings each month. Possible overtime if and when needed or required and approved.