

Assessing Processing Clerk

Senior – Principal

Annual Salary \$34,000.00

**Interested candidates must submit their resume and application to the Twp of Edison HR
Dept. 100 Municipal Blvd., Edison, NJ 08817**

Under direction, performs routine, and varied clerical work involved in the assessment of real and personal property requiring knowledge of relevant functions, rules and regulations of the assessing unit; does other related duties and typing as required.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Assists in recording permits for renovations and constructions of buildings.

Assists in the preparation of records of appeals to county and state tax boards.

Answers inquiries and gives information pertaining to tax assessments.

Notes dispositions of tax search records and reviews personal tax returns.

Checks the locations of personal property.

Prepares and completes forms containing information for transference into computers.

Verifies and keeps up-to-date names and addresses of owners of property.

Under supervision, establishes and keeps needed records and files.

Reviews, checks, and certifies reports, applications, and other documents for correctness.

Answers and routine inquiries of a limited complexity.

Receives complaints.

Composes replies to routine correspondence.

Refers errors and irregularities to supervisor.

Assists in preparing and keeping up-to-date tax assessor's list and tax duplicates.

Makes entries in tax books in accord with prescribed procedures.

Prepares lists of properties to be assessed and makes proper entries in field books.

Performs the work involved in the distribution of personal property forms.

Types documents from varied forms of copy.

Reviews completed reports for accuracy and resolves discrepancies.

Maintains, classifies, indexes, and cross-references records and files.

Handles routine requests for information in accord with prescribed rules and regulations.

Interviews and transacts routine business with persons who may call at the office.

Reviews completed reports for accuracy.

Requirements:

For Assessing Processing Clerk – one (1) year as Principal Clerk Typist or equivalent experience and certified, successful completion of Microsoft Office Modules: Word, Excel and Outlook and “Introduction to Purchasing” class offered through the NJ State DCA.

For Senior – two (2) years as Assessing Processing Clerk. Upon verification of requirements, promotion will take effect the following July 1.

For Principal – two (2) years as Senior Assessing Processing Clerk and certified, successful completion the “Property Tax Administration” course in the Assessment and Appraisal Administration program offered by Rutgers Center for Government Services. Upon verification of requirements, promotion will take effect the following July 1.

Knowledge and Abilities:

Ability to understand and apply accepted clerical procedures office methods, practices, and equipment.

Ability to perform tasks involved in the keeping of financial and/or other records of a mathematical nature after a period of training.

Ability to understand, remember, and carry out oral and written directions.

Ability to give information concerning tax assessments to taxpayers and others with uniform courtesy.

Ability to compile and list data accurately, and to establish and keep needed records and files.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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