

# Assessing Coordinator

**Annual Salary \$42,000.00**

**Interested candidates must submit their resume and employment application to the Township of Edison HR Dept., 100 Municipal Blvd, Edison NJ 08817 on or before December 27, 2018.**

Under direction, performs, responsible, 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:**

Lists and compiles yearly tax books and tax duplicate list book.

Records 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 non-routine and routine inquiries of a limited complexity.

Receives complaints.

Composes replies to routine correspondence.

Refers errors and irregularities to supervisor.

Prepares and keeps 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.

May assist in the preparation of counter claims to tax appeals.

Types documents from varied forms of copy.

Reviews completed reports for accuracy and resolves discrepancies with electronic data processing personnel.

Maintains records of sales of local real estate, veterans' exemptions, state and county appeal board decisions, and applications of the apportionment of taxes.

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

Handles special 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 and resolves discrepancies with electronic data processing personnel.

### **Requirements:**

For Assessing Coordinator – One year as Principal Assessing Clerk or equivalent experience and certified, successful completion of one (1) of the courses in the Assessment and Appraisal Administration program offered through Rutgers Center for Government Services.

For Senior – one (1) year as Assessing Coordinator and certified, successful completion of a second additional course in the Assessment and Appraisal Administration program offered through Rutgers Center for Government Services. Upon verification of requirements, promotion will take effect the following July 1.

For Principal – one (1) year as Senior Assessing Coordinator and certified, successful completion of a third additional course in the Assessment and appraisal Administration program offered through 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 relative to the Tax Assessment Office.

Ability to perform tasks involved in the keeping of financial, tax, 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.

Knowledge of Tax Assessment Office procedures, tax books and appeals processes.

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.

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.