



JOB DESCRIPTION

Town of Smithfield

ADMINISTRATIVE TAX SPECIALIST

GENERAL SUMMARY: Under the general supervision of the Town Manager, the individual will work under the direction of the Tax Assessor. This person will perform administrative, assessment, field review, and clerical duties as well as special projects deemed necessary by the Assessor.

ESSENTIAL FUNCTIONS

GIS

1. Responsible for processing tax cuts and preparing such cuts for submission to APPGEO or other vendor for updating into GIS.
2. Manipulation of shp. files for integration into CAMA system.
3. Coordinating new files with various programs utilized by other departments.
4. Monitor Pictometry users and update as warranted.

Real Estate:

1. Transfer ownership of property by deed and any other additional updates as received from recordings in the Town Clerk's Office. Create and maintain property record cards (PRC's). This will lead to amending the PRC for new construction, additions and sketching as things progress. Implementation and billing of a new construction tax.
2. Analyze incoming building permits daily, entering new information onto the CAMA system to update the property specifications for reassessment.
3. Analyze, research and resolve problems or requests through abatements, addendums or other remedy. Abatement/Addendums reports are created and submitted to Town Council for approval. Accept and process applications of appeal for the Board of Assessment Review.
4. Accept applications and apply data for Elderly Freeze, Blind, Social Security and Veteran's Exemptions.
5. Code Real Estate for proper Bank Code designation.
6. Be responsible for annual Farm, Forest and Open Space mailing.

Motor Vehicles:

1. Price all motor vehicles that are not priced by the Vehicle Value Commission.
2. Implement new registrant account numbers to the Data system.
3. Review data for proper community placement. Send data to other communities where indicated.
4. Add on vehicles from other cities and towns.
5. Review and apply any TR3's and other correspondence received during the year, as well as any abatement granted.

Tangible:

1. Through discovery, via directory or field review, send and process applications for new businesses in Town.
2. Be responsible for annual mailing of Tangible Forms to all registered businesses in Town. Upon return of these forms: add, update or delete information necessary to compute assessments. Responsible for correcting any discrepancies, address changes and inserting necessary all new data.
3. Tangible Notice according to RIGL needs to be created and posted, as required.
4. Implement new and annual business registrations.

OTHER FUNCTIONS:

1. Ability to do field work as directed. Employee will use own vehicle with no reimbursement for mileage.
2. Create radius maps on the GIS system.
3. Create custom queries as needed.
4. Facilitate record information updates on assessment documents in regard to marriage and death certificates.
5. Ability to handle everyday flow of walk-in traffic and phone calls in a courteous, professional manner.
6. Ability to cooperate with all levels of Town Management and personnel.
7. Prepare end of month reports, and process all invoices as directed by the Tax Assessor.
8. Communicate effectively orally and through written reports, letters and routine records.
9. Perform any other duties assigned by the Tax Assessor.

JOB REQUIREMENTS:

Experience/Education:

- Proficiency in Administrative Software, CAMA, and GIS.
- Knowledge of RIGL.
- Minimum of three years office experience, preferably in municipal assessment.
- High school graduate or G.E.D. (Assessment courses preferable.)
- Ability to deal with the public in a courteous and professional manner.
- Possess diverse computer skills.

PHYSICAL REQUIREMENTS:

1. See functional job description (attached.)

SALARY:

- Union position stipulated by contractual LIUNA Agreement.

11/2019

TOWN OF SMITHFIELD
ADMINISTRATIVE ASSESSMENT SPECIALIST

FUNCTIONAL JOB DESCRIPTION

Job Title:	Administrative Tax Specialist
Department:	Tax Assessors Office
Brief Description of Job:	
<p>General Summary: Under the general supervision of the Town Manager, the individual will work under the direction of the Tax Assessor. This person will perform administrative, assessment, field review, and clerical duties as well as special projects deemed necessary by the Assessor. Essential Functions: <u>GIS:</u> Responsible for processing tax cuts and preparing such cuts for submission to APPGEO or other vendor for updating into GIS. Manipulation of shp. files for integration into CAMA system. Coordinating new files with various programs utilized by other departments. Monitor pictometry users and update as warranted. <u>Real Estate:</u> Transfer ownership of property by deed and any other additional updates as received from recordings in the Town's Clerk's Office. Create and maintain property record cards (PRC's). This will lead to amending the PRC for new construction, additions and sketching as things progress. Implementation and billing of a new construction tax. Analyze incoming building permits daily, entering new information onto the CAMA system to update the property specifications for re-assessment. CO's are checked, entered and given to the Assessor for field inspections on new construction, additions, etc. Maintaining daily records for accurate tax assessment information to brokers, attorneys, title examiners and real estate agents. Analyze research and resolve problems or requests through abatements, addendums or other remedy. Abatement/Addendums reports are created and submitted to Town Council for approval. Accept and process applications of appeal for the Board of Assessment Review. Accept applications and apply data for Elderly Freeze, Blind, Social Security and Veteran's Exemptions. Code Real Estate for proper Bank Code designation. Be responsible for annual Farm, Forrest and Open Space mailing. <u>Motor Vehicles:</u> price all motor vehicles that are not priced by the Vehicle Value Commission. Implement new registrant account numbers to the Data system. Review data for proper community placement. Send data to other communities where indicated. Add on vehicles from other cities and towns. Review and apply any TR3's and other correspondence received during the year, as well as any abatement granted. <u>Tangible:</u> Through discovery, via directory or field review, send and process applications for new business in Town. Be responsible for annual mailing of Tangible Forms to all registered businesses in Town. Upon return of these forms: add, update or delete information necessary to compute assessments. Responsible for correcting any discrepancies, address changes and inserting necessary all new data. Tangible Notice according to RIGL needs to be created and posted, as required. <u>Other functions:</u> Create radius maps on the GIS system. Facilitate record information updates on assessment documents in regard to marriage and death certificates. Fax property cards to the fire department for their smoke detector inspections. Ability to handle everyday flow of walk-in traffic and phone calls in a courteous, professional manner. Ability to cooperate with all levels of Town Management and personnel. Prepare end of month reports, and process all invoices as directed by the Tax Assessor. Perform any other duties assigned by the Assessor.</p>	
Personal Protective Equipment:	None required



Classification:	Sedentary: <input type="checkbox"/>	Light: <input checked="" type="checkbox"/>	Medium: <input type="checkbox"/>	Heavy: <input type="checkbox"/>	Very Heavy: <input type="checkbox"/>
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Classification Key:

- Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*
- Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*
- Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;*
- Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;*
- Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects*

TOWN OF SMITHFIELD
ADMINISTRATIVE ASSESSMENT SPECIALIST

Driving Requirements:	None: <input type="checkbox"/>	Manual: <input type="checkbox"/>	Automatic: <input checked="" type="checkbox"/>
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WORK ENVIRONMENT	
Floor Surface:	Office environment; rugged surface
Inside:	At constant level
Outside:	Occasionally as needed
Lighting:	Overhead fluorescent lighting
Vibration:	N/A

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 - 10 lbs		X			Floor to waist	Boxed office items; annual returns
10 - 20 lbs		X				
20 - 35 lbs	X					
35 - 50 lbs	X					

CARRYING						
Maximum weight carried: up to 20 lbs occasionally						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Floor to waist	As above
10 - 20 lbs		X				
20 - 35 lbs	X					
35 - 50 lbs	X					

PUSHING/PULLING						
Maximum push/pull: N/A						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs	X					
10 - 20 lbs	X					
20 - 35 lbs	X					
100 + lbs	X					

ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			To access lower level box of returns
Twisting		X			
Crawling	X				
Kneeling	X				
Squatting		X			
Climbing		X			Stairs as needed inside building or out in the field
Reaching - Vertical		X			
Reaching - Horizontal			X		To reach keyboard, desk, supplies
Grasping		X			
Pinching	X				
Manual Dexterity				X	Computer work; data entry
Fine Dexterity		X			

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)