

**Town of North Smithfield  
Job Description**

<b>Position</b>	Temp Tax Assessor's Clerk	<b>Department</b>	Tax Assessor's Department
<b>Reports To</b>	Tax Assessor	<b>Date Updated</b>	January 11, 2024

The Temp Tax Assessor's Clerk shall perform duties and functions as are necessary to assist the Tax Assessor, which shall include but not be limited to all clerical duties. This clerical position requires a strong knowledge of office equipment, computer software, assisting the general public, and general knowledge of a multi lined phone.

**GENERAL DUTIES:**

- Answer telephone calls, greet the public and assist requests relating to the Assessor's department
- Perform clerical tasks such as data entry, filing, making copies
- Perform other related duties as assigned and needed by the Assessor
- Assist the Assessor in performing a variety of duties that are related to the office operation
- Assist the Assessor in following assessment policies and procedures
- Assist with data entry into computer of real estate and motor vehicle records and data
- Compile, analyze, and enter sales information required for transmittal to the State or other departments.
- Receive applications for exemptions, determine eligibility and apply exemption amounts

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to complete general clerical tasks
- Knowledge of tangible personal property
- Ability to operate a computer and related computer software
- Have the ability to work with the general public in a professional and courteous manner
- Must be able to read, review and understand general exemption forms
- Ability to deal tactfully and courteously with the public
- Ability to operate general office equipment

**REQUIRED QUALIFICATIONS:**

- High School Diploma
- Must be proficient with computers, office data entry, and other clerical duties
- Valid Driver's License

**PHYSICAL REQUIREMENTS:**

- Must be physically able to sit or stand at an assigned location and work continuously for extended periods of time
- Must be able to operate all office equipment
- Must be capable of carrying and lifting up to 25 pounds pertaining to tax rolls and deed books when necessary