



## **TOWN OF SHARON**

### **Board of Lister's Clerk Job Description**

**Part-time/Hourly:** Based on an average of 10-15 hours per week

**Reports to:** Board of Listers

**Hourly Rate:** \$18-\$25/hour based on experience

#### **OBJECTIVE / POSITION**

The Board of Lister's Clerk will provide essential administrative and technical support to the Board of Listers. This role involves managing records, providing technical support, and ensuring compliance with municipal regulations. The ideal candidate will have strong organizational skills, attention to detail, and the ability to collaborate with various stakeholders. The Clerk will also manage inquiries from the public and provide excellent customer service.

#### **DUTIES AND RESPONSIBILITIES**

##### **Administrative Support:**

- Prepare and maintain accurate records, reports, and documentation related to property assessments
- Schedule and coordinate meetings for the Board of Listers, including preparing agendas and minutes in accordance with Vermont's Open Meeting Law
- Respond to inquiries from the public, property owners, and other municipal departments
- Assist in the preparation and distribution of notices, forms, and other communications

##### **Technical Support:**

- Assist with data entry and management of property assessment databases
- Conduct research and gather information to support property assessments and appeals
- Familiarity with GIS (Geographic Information Systems) and other software tools to analyze property data
- Provide technical assistance to the Board of Listers in the use of assessment software and tools including NEMRC

##### **Compliance and Reporting:**

- Ensure compliance with local, state, and federal regulations related to property assessments
- Assist in preparation and submittal of required reports and documentation
- Assist in the preparation of the annual Grand List and other assessment-related documents

#### **EDUCATION, BACKGROUND AND EXPERIENCE**

- High school diploma or equivalent; associate or bachelor's degree in a related field preferred
- Previous experience in a municipal or administrative role is highly desirable
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Attention to detail and accuracy in record-keeping

**TECHNOLOGY**

- Proficiency in Microsoft Office 365 and familiarity with GIS and property assessment software.
- Ability to use office technology including computers, printers, fax, and email
- Skilled in use of Microsoft Office software including Word, Excel, and Outlook
- Ability to troubleshoot routine technical issues

**WORK ENVIRONMENT/CONDITIONS**

- This is a part-time position with flexibility to work remotely, though office hours are required.
- Office environment with occasional fieldwork.
- May require occasional evening or weekend hours for meetings or special projects.

**DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned with or without notice at any time.
- The job description is not an employment contract nor is it a promise of work for any specific length of time.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Sharon is an Equal Employment Opportunity employer.

**SIGNATURES**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions, and duties of this position.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

**Selectboard Acknowledgement**

\_\_\_\_\_

Selectboard Chair Signature

\_\_\_\_\_

Date