

Town of Stamford

Seeks Part-time Assessor Clerk

Successful candidate will be knowledgeable in excel and word. Must have basic office skills. Clerk will enter data for Stamford assessor into NEMRC, Microsolve, and VT PIE program. This job requires confidentiality and the ability to work independently. Will perform other duties as assigned by the Assessor and Select Board. Flexible 4-5 hours per week.

Job Description for Assessor Clerk for Town of Stamford

The Assessor Clerk is responsible for a variety of functions, including processing of property transfers, preparation of assessment reports, file maintenance and related assessment activities. The clerk will have contact with the public for the purpose of providing assessment information and providing basic research assistance.

Minimum Qualifications:

- High school diploma or equivalent
- Computer skills and skills in public relations, office practice and related fields
- Willingness to continue education in Vermont assessing practices
- Valid driver's license

Knowledge, Skills and Abilities

- Working knowledge of mathematics, word processors, spreadsheets and databases
- Working knowledge of computers, copiers and fax machines
- Knowledge of office management practices
- Basic knowledge of building construction
- Ability to maintain confidentiality
- Ability to read and interpret deeds, maps and survey plans
- Ability to work well with the public
- Ability to handle tasks simultaneously and have solid organizational skills
- Ability to accept constructive criticism and work well with others
- Accuracy and dependability
- Ability to meet deadlines
- Ability to listen in a patient and courteous manner

Basic Outline of Duties (may not include all duties of this position)

- Performs a variety of assessment related responsibilities of a recurring and repetitive nature, usually involving a number of steps to be followed
- Keep up with email notices
- Update address changes
- Maintain property files, general files, current use files, appraisal files for the office
- Maintain and update property files using information from building permits
- Process title transfers: enter new owner names, addresses, and other pertinent data into the appropriate computer programs
- Send out buyer and seller letters
- Set up site visit appointments for the Assessor
- Data entry of field work into the CAMA system
- Track and maintain files for Use Value Appraisal

Download and review HS-122s

Prepare preliminary grand list of all properties with values as of April 1

Prepare and deliver change of appraisal notices for all properties that changed in valuation from prior listing

Prepare grievance hearing schedule

Attend and take notes at grievance hearings

Provide assessment information to the public and taxpayers

Perform other duties as assigned

Has contact with other town staff in order to supply assessment information, or to obtain information necessary to maintain accurate property assessment records

Physical Demands:

Typically, the employee may sit comfortably while working. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile and accompanying the assessor on site visits.

Other guidelines:

Perform other duties as assigned by the Assessor and Select Board.

The examples of duties are intended only as illustrations of the various types of work performed. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the position. This job description is subject to change by the employer as the needs of the employer and requirements of the job changes.

Compensation to be determined upon qualifications. For more details, contact the Stamford Town Office at 802-694-1361.

Send cover letter, resume and three references to Select Board Chair, 986 Main Road, Stamford, VT 05352 or by email to townclerk@stamfordvt.net by 12:00 p.m. on October 16, 2025. Selectboard reserves the right to continue to advertise this position until it is filled.