

Town of Ashburnham
Senior Citizen Tax Work-off Abatement
Program 2018

The 2018 Senior Tax Work-off abatement program is now available. We apologize for the delay.

Interested participants who meet the mandatory requirements may be eligible for up to a \$1500 abatement after successful completion of this program for their Calendar year 2019 (3rd & 4th quarter) taxes.

We will begin accepting applications immediately and will review the first round February 1st. When applying, we ask that you review the job descriptions attached and cite the specific job number/position that you are interested in. We will interview applicants immediately and anticipate making appointments early February.

If you have any questions on this program, please contact the Town Administrator's Office at (978) 827-4100 x0.

Attachment A
Town of Ashburnham
Application
Senior Citizen Property Tax Work-off Abatement Program

Position #/Job Title Applying For: _____

Name: _____

Address: _____

Telephone: (_____) _____ - _____

The applicant may attach additional information as appropriate:

- | | |
|--|--------------|
| 1. Are you over the age of 60 (as of today)? | ___Yes ___No |
| 2. Have you owned and resided at the above property for at least 1 year? <i>(See Requirements)</i> | ___Yes ___No |
| 3. Do you plan to continue to own and reside at the above property for at least 1 year?
<i>(See Requirements)</i> | ___Yes ___No |
| 4. Do you fall within the income/asset limits requirements? <i>(See Requirements)</i> | ___Yes ___No |
| 5. Did you attach documentation supporting your income? | ___Yes ___No |
| 6. Do you owe real estate taxes on the above property? | ___Yes ___No |
| 7. Have you attached a copy of your real estate tax bill? | ___Yes ___No |
| 8. Have you previously participated in this program? | ___Yes ___No |

Education: (highest level achieved) _____

Employment History/Experience/Profession: _____

Skills, Abilities, Knowledge (Please provide an attachment if necessary): _____

Typing/keyboarding: _____ words per minute

Computer Skills:

a. **Microsoft:** Word Excel Access **b. Internet**

Other Skills: _____

I certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if selected for participation in this program. I understand that I will receive compensation in the form of a Property Tax Abatement. I understand that I can earn an abatement of no more than \$1,500 per fiscal year at a rate set by the Board of Selectmen.

Applicant Signature

Date

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

Instructions

(M.G.L. Chapter 59, Section 5K)

About the Senior Tax Work-Off Program

The Town of Ashburnham's Senior Tax Work-off Program allows senior citizens of Ashburnham the opportunity to work for the Town and in return receive a reduction in property taxes for each year worked. This program is limited to 10 seniors. The Senior Tax Work-off Program was adopted by the Town of Ashburnham under MA General Law Chapter 59, Section 5K at Annual Town Meeting on May 1, 2004.

This program is offered in addition to other tax abatements and property tax exemptions for which senior taxpayers may be eligible under other statutes.

The goals of the program are as follows:

1. To employ qualified senior citizens whose earnings will be applied towards their property tax bill.
2. To increase the involvement of senior citizens in Town government.
3. To enhance municipal services by utilizing the skills of resident senior citizens.

Positions:

1. A variety of positions may be available; duties will be data entry, filing, customer service, light labor, and general administrative duties.
2. The program administrator will attempt to match the skills and interests of applicants to the needs of Town departments.

Eligibility and Program Guidelines:

1. Age

Taxpayers must be over 60 years of age to earn a property tax abatement under this program.

2. Property Ownership

Taxpayers must be an assessed owner of the property as of January 1 of the applicable assessment year or, if the property is subject to a trust, the senior must have legal title, (i.e., be one of the trustees) to the property on which the tax to be abated is assessed. When there is a question about this issue, the Board of Assessors will make a final determination. All other issues will be decided by the Town Administrator.

The taxpayer must have owned and resided at the property in Ashburnham for at least one (1) year immediately prior to submitting an application for this program, and must continue to reside at the property through November 30th of the year in which he/she participates in the program. In the event of death or sale of the property, the amount of the abatement will be prorated as necessary.

Only one qualifying owner of the parcel may earn an abatement under this program per fiscal year. If a selected owner cannot fulfill the commitment for all hours, another owner of the same property may complete the program if he/she meets eligibility criteria and meets the requirements of the position.

3. Maximum Abatement and Hourly Rate

In accordance with a vote of the Board of Selectmen on July 10, 2017, the maximum abatement taxpayers may earn is \$1,500.00 per fiscal year. This program is limited to 10 participants. Participants will be compensated at the hourly rate of \$10 per hour. At this rate, taxpayers must work a total of 150 hours to receive an abatement in the maximum amount.

Hours can be shared by spouses residing in the same household; however, credit will not exceed a total of 150 hours between the two.

4. Qualifications

Taxpayers must complete an application form (*Attachment A*) and participate in a selection process. Seniors must be qualified to perform the essential functions of the position under this program with or without reasonable accommodations as outlined in the job description for the position for which he/she is applying (*Attachment B*).

All applications will be submitted to the Town Administrator’s Office. Eligible applications will be reviewed by the Town Administrator. The Town Administrator will inform the Department Head of eligible applicants. Senior citizens may be asked to interview for a position. A recommendation for selection will be made to the Town Administrator who will approve and assign the program participants to the positions.

Applicants must meet income and asset limits for the preceeding year and providing documentation to such. The applicant must provide copies of Income and Asset information which is **confidential** information and not open to the public. (*Subject to change through the Commonwealth of Massachusetts*)

Number in Family	one person	two persons
Income	\$18,000	\$22,500
Total Asset Limit	\$35,000	\$42,500

Applicants are subject to a CORI check before being selected for any position with the Town.

Program selection is valid for one year. Applicants must re-apply annually if they wish to continue participation. While preference will be given to first-time applicants, the Town reserves the right to employ prior participants to finish ongoing special projects.

5. Withdrawal from the Program

Participants who are considering dropping the program must submit a written notice within 2 weeks prior to leaving. Failure to provide the required notice may exclude future participation in the program.

6. Selection

Upon approval and appointment of the Town Administrator, selected individuals will receive written confirmation from the Town Administrator stating their job duties, location of job, name of supervisor, scheduled hours, and hourly rate of credit to be earned. They will receive necessary tax forms to be completed and a general orientation regarding their participation in the program.

Hours worked are documented on a monthly attendance sheet and signed by the volunteer and his/her supervisor. (*Attachment C*).

7. Certification

At the time the senior citizen has worked the required hours or voluntarily ends participation in the program, the Department Head will complete a timesheet indicating the number of hours worked and the Town Administrator will certify the amount of the abatement earned by the senior citizen and it will be forwarded to the Board of Assessors (*Attachment D*).

Certification must be submitted before the actual tax for the fiscal year is committed. As a result, hours worked and credit earned between March 1st and September 30th will be certified for following fiscal year which begins on July 1st. The tax bill issued that December and following March will reflect the credit earned (*see schedule for current year details*).

8. Tax Withholdings

The abatement earned is subject to federal withholdings (Social Security, Medicare 1.45%) and the senior citizen is responsible for filing the income earned. The abatement is not subject to state income tax withholdings.

9. Questions

Questions regarding the program may be directed to the Town Administrator's Office, 32 Main Street, Ashburnham MA 01430 by email (mcalendrella@ashburnham-ma.gov) or by calling (978) 827-4100 x 0.

Senior Citizen Property Tax Work-Off Abatement Program 2018 Program Schedule

Jan 18 2018	Applications Available
Jan 31 2018	Rolling deadline. 1st set of applications reviewed.
Feb 01 2018	Interview Applicants
Feb 01 2018	Selection and Appointments
Sep 30 2018	Last Possible day of work for participants
Nov 01 2018	Certification process underway
Dec 01 2018	Written notification sent to participants for completion of program

ATTACHMENT B

Town of Ashburnham Senior Citizen Property Tax Work-Off Abatement Program

2018 Positions

There will be an 10 positions for the 2018 program.

	<u>Position</u>	<u># Open</u>	<u>Annual Hours</u>
01-	COA Clerical Aide	1	150
02-	Town Hall Floater Clerical Aide	2	150
03-	Records Clerical Aide	1	150
04-	Town Admin Clerical Aide	1	150
05-	Town Clerk Clerical Aide	1	150
06-	Minutes Clerk	1	150
07-	Special Project Aide	1	150

Subject to change based on Town needs.

See attached job descriptions.

ATTACHMENT D

Town of Ashburnham
Senior Citizen Property Tax Work-off Abatement Program
(M.G.L. ch. 59 §5K)

Certificate of Completion of Volunteer Services

TO: Board of Assessors

I hereby certify that _____, the owner of a parcel at <i>(Taxpayer's Name)</i>	
_____, has completed _____ hours of volunteer work <i>(Property Address)</i>	
To be credited toward the fiscal year ____ tax assessed on the parcel at the address noted above at the rate of \$_____per hour. The abatement amount earned as of today is \$_____.	
_____ <i>Signature of Town Administrator</i>	_____ <i>Date</i>

Assessors' Use Only

Abatement Earned (\$1500 max)	\$ _____	Parcel ID # _____
Plus: Social Security	\$ _____	
Plus: Medicare/FICA	\$ _____	
Total charged to Overlay Account (<i>includes municipal share of social security and FICA</i>)	\$ _____	
Total Net Abatement Credited to Tax Bill	\$ _____	

TO: Town Treasurer

Please issue a payroll (Soc. Sec. + FICA only) to the above named property owner in the amount of \$_____ for the abatement earned pursuant to the STW Abatement Program and charge said earnings to the Allowance for Abatements and Exemptions account (overlay) for Fiscal_____.

_____ Signature of Assessor	_____ Date
_____ Signature of Assessor	_____ Date
_____ Signature of Assessor	_____ Date

I acknowledge that a payroll (Soc. Sec. + FICA only) was processed on _____ for the above named
(date)
property owner of parcel ID # _____.

_____ Signature of Treasurer	_____ Date
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Senior Tax Work off Program

Job Descriptions

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

Position: Administrative Clerical Aide
Department: Council on Aging
Reports to: COA Director
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Council on Aging Director, with a focus on the clerical and receptionist duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the COA Director.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Makes frequent contacts with the general public, town departments, and others requiring perceptiveness and patience.

Answers telephone, takes messages and answers general inquiries. Returns phone calls and is responsible for follow-up with van appointments and clients.

Assists with copying, mailings (stuffing and folding) and filing.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern customer service practices;
- B. Working knowledge of modern office practices and procedures;
- C. Ability to organize;
- D. Ability to use Microsoft Office (Excel, Word);
- E. Ability to establish and maintain effective working relationships with employees, town officials, citizens and outside contractors;
- F. Ability to maintain confidential information;
- G. Ability to operate listed tools and equipment;
- H. Ability to communicate effectively orally; and
- I. Ability to work independently.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

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Clerical Aide – COA Office

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Town of Ashburnham
Senior Citizen Property Tax Work-off Abatement Program

Position: Floating Administrative Clerical Aide
Department: Town Hall Office's
Reports to: Executive Assistant to Town Administrator
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Town Hall Office's, predominantly focuses on copying, mailings, and filings for various Town Hall Offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the Executive Assistant to the Town Administrator.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Works with all Town Hall departments, Town Employees, volunteers, and consultants to obtain, review, and handle records.

Assists with mailings – copying, folding, stuffing, and postage machine.

Responsible for assisting Town Hall departments with filing.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern office practices and procedures;
- B. Ability to be attentive to details;
- C. Ability to alphabetize and place in numerical order;
- D. Ability to organize;
- E. Ability to establish and maintain effective working relationships;
- F. Ability to maintain confidential information;
- G. Ability to operate listed tools and equipment;
- H. Ability to communicate effectively orally and in writing; and
- I. Ability to work independently.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

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Floating Administrative Clerical Aide – Town Hall

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Town of Ashburnham
Senior Citizen Property Tax Work-off Abatement Program

Position: Records Clerical Aide
Department: Town Hall Office's
Reports to: Executive Assistant to Town Administrator
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Town Hall Office's, predominantly focuses on conversion of paper records to electronic, electronic filing, and electronic storage with a focus on complying with State Records Retention Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the Executive Assistant to the Town Administrator.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Reviews, organizes, and scans paper files. Records files electronically and organizes and locates files appropriately. Uploads files to servers and/or Online.

Reviews State Records Retention Schedule and is responsible for sending all destruction of records requests to State, tracking requests, and managing/filing related paperwork, and storing/destroying files as required.

Works with all Town Hall departments, Town Employees, volunteers, and consultants to obtain, review, and handle records.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONSEducation and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern office practices and procedures;
- B. Ability to use Microsoft Office, Web Browsers;
- C. Ability to type accurately;
- D. Ability to be attentive to details;
- E. Ability to alphabetize and place in numerical order;
- F. Ability to organize;
- G. Ability to establish and maintain effective working relationships;
- H. Ability to maintain confidential information;
- I. Ability to operate listed tools and equipment;
- J. Ability to communicate effectively orally and in writing; and
- K. Ability to work independently.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

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Records Clerical Aide – Town Hall Offices

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Town of Ashburnham
Senior Citizen Property Tax Work-off Abatement Program

Position: Records Clerical Aide
Department: Town Hall Office's
Reports to: Executive Assistant to Town Administrator
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Town Hall Office's, predominantly focuses on conversion of paper records to electronic, electronic filing, and electronic storage with a focus on complying with State Records Retention Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the Executive Assistant to the Town Administrator.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Reviews, organizes, and scans paper files. Records files electronically and organizes and locates files appropriately. Uploads files to servers and/or Online.

Reviews State Records Retention Schedule and is responsible for sending all destruction of records requests to State, tracking requests, and managing/filing related paperwork, and storing/destroying files as required.

Works with all Town Hall departments, Town Employees, volunteers, and consultants to obtain, review, and handle records.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONSEducation and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern office practices and procedures;
- B. Ability to use Microsoft Office, Web Browsers;
- C. Ability to type accurately;
- D. Ability to be attentive to details;
- E. Ability to alphabetize and place in numerical order;
- F. Ability to organize;
- G. Ability to establish and maintain effective working relationships;
- H. Ability to maintain confidential information;
- I. Ability to operate listed tools and equipment;
- J. Ability to communicate effectively orally and in writing; and
- K. Ability to work independently.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

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Records Clerical Aide – Town Hall Offices

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Town of Ashburnham
Senior Citizen Property Tax Work-off Abatement Program

Position: Administrative Clerical Aide
Department: Town Administrator's Office
Reports to: Executive Assistant to Town Administrator
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Town Administrator's Office, predominantly assists with copying, filing, record keeping, and organization. May be asked to answer phones/return calls on a periodic basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the Executive Assistant to the Town Administrator.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Makes frequent contacts with the general public, town departments, and others requiring perceptiveness and patience.

Answers telephone, takes messages and answers general inquiries.

Assists with department filing and organizing.

Assists with compliance with State Record Retention Policies and document storage and/or destruction.

Assists with electronic records retention.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONSEducation and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern office practices and procedures;
- B. Ability to be attentive to details;
- C. Ability to alphabetize;
- D. Ability to organize;
- E. Ability to establish and maintain effective working relationships;
- F. Ability to maintain confidential information;
- G. Ability to operate listed tools and equipment;
- H. Ability to communicate effectively orally and in writing; and
- I. Ability to work independently.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

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Clerical Aide – Town Administrator's Office

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Town of Ashburnham
Senior Citizen Property Tax Work-off Abatement Program

Position: Administrative Clerical Aide
Department: Town Clerk's Office
Reports to: Town Clerk
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Town Clerk's Office, predominantly focusing on assisting with the Town Census, Mailings, Dog Licenses, copying, mailing and filing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the Town Clerk.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Makes frequent contacts with the general public, town departments, and others requiring perceptiveness and patience.

Occasionally answers telephone, takes messages and answers general inquiries.

Assists with opening, sorting, scanning, and data entry for Town Census.

Assists with mailings—folding, stuffing envelopes, using the postage machine.

Assists with opening, sorting, data entry for, and issuance of dog licenses.

Assists with compliance to the State Records Retention Schedule and storage and destruction of records.

Assists with copying and filing.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern customer service practices;
- B. Working knowledge of modern office practices and procedures;
- C. Ability to alphabetize and filing in numeric order;
- D. Ability to organize;
- E. Ability to establish and maintain effective working relationships with employees;
- F. Ability to maintain confidential information;
- G. Ability to operate listed tools and equipment;
- H. Ability to communicate effectively orally; and
- I. Ability to work independently.

Town of Ashburnham
Senior Citizen Property Tax Work-off Abatement Program

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Clerical Aide – Town Clerk's Office

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

Position: Special Project Aide
Department: Town Administrator's Office
Reports to: Town Administrator
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Town Administrator's Office, predominantly works on special projects. Special project of focus with be Ashburnham Town Property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the Town Administrator.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Makes frequent contacts with the general public, town departments, and others requiring perceptiveness and patience.

Responsible for special project of Town Administrator—Ashburnham Town Property project requires the collaboration of various town officials and residents to obtain, organize, analyze and record all property/acquisition information for each of the Town's properties along with the history of how they came into Town Possession. Project will result in the creation of an organized binder, special index of all properties date acquired and means of acquisition, list of properties of concern, completion of color-coded map relative to all Town Properties by ownership/property type. Collaboration with Town Officials to identify other properties that are in line to become the Towns (ie: tax title and distressed/abandoned properties).

Projects requires research skills, analysis, organization, filing, and ability to communicate effectively.

Assists with department filing and organizing.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern office practices and procedures;
- B. Ability to be attentive to details;
- C. Ability to alphabetize and place in numerical order;
- D. Ability to organize;
- E. Ability to establish and maintain effective working relationships;
- F. Ability to maintain confidential information;
- G. Ability to operate listed tools and equipment;
- H. Ability to communicate effectively orally and in writing; and
- I. Ability to work independently.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

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Special Project Aide – Town Administrator's Office

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Town of Ashburnham **#08**
Senior Citizen Property Tax Work-off Abatement Program

Position: Special Project Aide
Department: Town Administrator's Office
Reports to: Town Administrator
Prepared Date: January 2018

SUMMARY

Performs a variety of routine and moderately difficult clerical and record keeping work to support the Town Administrator's Office, predominantly works on special projects. Special project of focus with be Ashburnham Town Property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general direction of the Town Administrator.

Performs a variety of clerical duties in accordance with prescribed policies and procedures.

Makes frequent contacts with the general public, town departments, and others requiring perceptiveness and patience.

Responsible for special project of Town Administrator—Ashburnham Town Property project requires the collaboration of various town officials and residents to obtain, organize, analyze and record all property/acquisition information for each of the Town's properties along with the history of how they came into Town Possession. Project will result in the creation of an organized binder, special index of all properties date acquired and means of acquisition, list of properties of concern, completion of color-coded map relative to all Town Properties by ownership/property type. Collaboration with Town Officials to identify other properties that are in line to become the Towns (ie: tax title and distressed/abandoned properties).

Projects requires research skills, analysis, organization, filing, and ability to communicate effectively.

Assists with department filing and organizing.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- A. High school graduate or equivalent;
- B. Two years experience in a responsible office position;
- C. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A. Working knowledge of modern office practices and procedures;
- B. Ability to be attentive to details;
- C. Ability to alphabetize and place in numerical order;
- D. Ability to organize;
- E. Ability to establish and maintain effective working relationships;
- F. Ability to maintain confidential information;
- G. Ability to operate listed tools and equipment;
- H. Ability to communicate effectively orally and in writing; and
- I. Ability to work independently.

Town of Ashburnham

Senior Citizen Property Tax Work-off Abatement Program

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Special Project Aide – Town Administrator's Office

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing, telephone, calculator, copy machine, scanner, fax machine, postage machine, and document shredder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is occasionally required to walk; use hands to operate, handle or feel objects, tools or controls, reach with hands and arms; and to occasionally required to operate their own personal motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.