



CITY OF WOONSOCKET  
POSITION DESCRIPTION

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JOB TITLE: Real Estate Transfer Clerk

DEPARTMENT/DIVISION: Finance Department

PAY GRADE/HOURS: Grade M22 A  
35-hour work week

UNION: Local 670

POSITION SUMMARY:

Under general supervision, performs specialized responsible clerical and typing work requiring knowledge of real estate transfers. Other related work as required.

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JOB DUTIES:

- Responsible for the accurate updating of internal records regarding real estate transfers.
  - Completes the review and reading of deeds and documentation representing the transfer of ownership of real estate and is responsible for confirming the accuracy of assessment data including property characteristics and property exemptions.
  - Responsible for acquiring and recording transfer information in the OPAL/VISION Tax Assessment CAMA system as well as completing work processing of assessment reports and other documents.
  - Responsible for updating and maintaining current address files.
  - Deals effectively with the public and responds to the informational needs in a professional and courteous manner.
  - Acts as a Secretary to the Tax Board of Assessment Review when necessary.
  - Performs other related duties as assigned.
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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Graduation from high school or GED. At least three (3) years of clerical office experience relative to real estate.

**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.

**WORK ENVIRONMENT:**

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