

ASSESSMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves performance of various responsible and complex clerical tasks, including typing, and record and data file maintenance using automated systems equipment in the Town Assessor's Office or county office of Real Property Tax Services. Duties include preparation and maintenance of assessment rolls and records, recording of deeds, and related specialized clerical work. Considerable contact with the public (homeowners, title searchers, brokers), other town and/or county departments and other government agencies (such as the County Clerk's Office, state level agencies) is required. Work is performed under direct supervision of an assessor or department director. Supervision is typically not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enters data for all deed transfers, new construction, improvements to existing structures, subdivisions, splits, merges, exemptions, etc.;

Enters mapping transactions;

Enters data for all value changes, tracking and verifying that total values correspond with actual amount;

Prepares and summarizes assessment data;

Prepares and balances various reports for monthly and annual local and state reporting requirements;

Assists with records management including periodical purging and organization of files;

Places legal notices regarding Tentative and Final Assessment Rolls;

Assists with assessment and roll processing for Tentative and Final Rolls and Town, County and School bills;

Provides clerical assistance regarding real property exemptions forms and applications, including maintaining records of new and renewal applications, dates of submission, etc.;

Maintains records of all exemptions (Senior, Veterans, STAR, etc.)

Responds to public inquiries via phone calls and office visits;

Prepares purchase orders and vouchers for office supplies, vehicle repairs, conferences, etc.;

Performs general office filing, correspondence, data entry and/or typing as needed;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

ASSESSMENT CLERK (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Familiarity with the field of real estate assessment and taxation; good knowledge of office practices, terminology, procedures, and equipment; good knowledge of automated systems including database, spreadsheets, correspondence and file management; good mathematical ability; ability to understand and carry out complex oral and written directions; ability to plan and organize clerical work; ability to deal effectively and cooperatively with the public; ability to get along with others; resourcefulness; initiative; accuracy; neatness.

MINIMUM QUALIFICATIONS: Either

- a) Two (2) years of post high school education; or
- b) Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which shall have involved the use of a computer; or
- c) An equivalent combination of training and experience as defined by the limits of a) and b), above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.