

## ASSESSMENT RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class researches data from tax assessment rolls, files and records. Responsibility also involves the maintenance of assessment rolls and tax maps, and verbally responding to inquiries from title search companies and the general public. Supervision may be exercised over a small number of clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Reviews es crow account forms for compliance with state laws, accuracy and complete documentation;

Categorizes sales report forms for filing by assigning classifications;

Assists title searchers and the general public in researching property ownership by referring to maps, real property databases and assessment rolls;

Maintains filing systems for Assessment Rolls and Tax Maps;

Responds to inquiries from governmental agencies and the general public; routes complex inquiries or problems to supervisor for direction or resolution;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices; knowledge of compiling and tabulating data involving real property records; familiarity with the field of real estate and assessment; ability to understand and carry out complex oral and written instructions; ability to plan and organize clerical work; ability to deal effectively with state and local agencies, and the general public; ability to perform basic arithmetic computations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School diploma or equivalency and three years of clerical experience, one year of which must have included experience in assessment records, real estate or title searching.

SUBSTITUTION: Satisfactory completion of a two year business school course\* may be substituted for two years of the above stated clerical experience. There is no substitution for the one year of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

West. Co.  
J.C.: Competitive  
MVV3

Job Class Code: C0028  
J.G. VI

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