

## ASSESSMENT-TAX AIDE

GENERAL STATEMENT OF DUTIES: Performs specialized clerical work related to assessment and tax records for a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Assessor and/or Receiver of Taxes, an employee in this class performs responsible and moderately complex work relating to assessment and tax records. The employee maintains files, computer file content sheets, property record cards, tax receipts and related assessment and tax materials. Typically the employee of this class may work in both the Tax Receiver's Office and the Assessor's Office, as determined by workload. Supervision is not a responsibility of this class.

### EXAMPLES OF WORK: (Illustrative Only)

Assists Assessor in preparation and maintenance of assessment roll;

Enters all assessment data onto field sheets, property record cards, assessment roll and other permanent records either manually or by using computer applications;

Prepares new property record cards, removing obsolete cards;

Prepares change information for in-house automated system or outside service bureau when assessment and tax rolls are computerized;

Verifies current assessment and tax rates in response to inquiries;

Assists in checking tax rolls to assure receipts issued are correct in relation to property description and evaluation;

Assists public, both at counter and telephone, with basic information regarding assessments and taxes; (tax rates, back tax information, exemption applications);

Collects tax payments and issues tax receipts;

Prepares listing of unpaid taxes;

Bills taxes to delinquent property owners;

Prepares notices to property owners regarding assessment changes;

Researches tax books, assessment rolls, deeds, tax maps to obtain information for the public;

Assists with the review of exemption applications;

Assists public in use of tax maps;

EXAMPLES OF WORK: (continued)

May participate in field review with Assessor to cross-check and verify that property data maintained on record cards for tax assessment purposes contain accurate and up to date information;

Performs a variety of clerical tasks, including filing, operating office machines, opening, sorting, stamping in-mail, etc;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office terminology, procedures and equipment; working knowledge of business English and arithmetic and discipline to work with numbers; working knowledge of property assessment and tax methods; ability to perform clerical work requiring accuracy; ability to work with computerized input/output sheets; ability to understand and follow oral and written instructions; ability to deal effectively and cooperatively with the public; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to get along well with others; tact; courtesy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: (a) two years of clerical experience including or supplemented by six months in the field of real estate sales (i.e., agent, broker, etc.), title searching, or tax assessments; or (b) two years of post high school study including or supplemented by six months in the field of real estate sales (i.e., agent, broker, etc.), title searching or tax assessments; or (c) a satisfactory equivalent combination of the foregoing training and experience.