

ASSESSMENT CLERK
(Town of New Castle)

GENERAL STATEMENT OF DUTIES: Under the general supervision of the Assessor, performs specialized clerical work in the preparation and maintenance of assessment rolls and records in the Town Assessor's Office; prepares automated property record cards; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs various responsible and complex clerical tasks, types and maintains office records and files using automated systems equipment. In addition, the incumbent is responsible for preparing and maintaining an automated property card system by extracting information from field data and/or blueprints. The incumbent exercises a considerable amount of independent judgment and functions in an "office manager" role. There is considerable contact with the public (homeowners, title searchers, brokers), other Town departments and other government agencies (County Clerk's Office.)

EXAMPLES OF WORK: (Illustrative Only)

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

Maintains records of all exemptions (Senior, Refuse, Veteran's, STAR, etc.);

Prepares spreadsheets for exemptions, grievances, Small Claims Assessment Review and certioraris;

Prepares automated property data cards by using information provided from the field by Real Property Appraiser or from blueprints;

Tracks Building Permit applications relating to assessment procedures;

Keeps track of all Small Claims Assessment Review information (pre-trial and trial dates, decisions) and updates Property Record Card and Real Property System;

Maintains spreadsheets and database of all grievances for the Board of Assessment Review

Checks changes on assessment maps;

Assists with the apportionment of property;

Assists in the field check of measurements and improvements of property;

Assists in computing land and improvement valuations;

Prepares and summarizes assessment data;

EXAMPLES OF WORK: (Continued)

Checks accuracy of total and special district assessments;

Answers requests for information concerning assessments and land locations;

Assists with the compilation of information for reports for the County and State.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the field of real estate and assessment; good knowledge of modern office practices, terminology, procedures, and equipment; good knowledge of automated systems including database, spreadsheets, correspondence and file management; good mathematical ability; ability to read blueprints and interpret plans; ability to make simple sketches, maps, and plans; ability to understand and carry out complex oral and written directions; ability to plan and organize clerical work; ability to deal effectively with the public; ability to get along with others; resourcefulness; initiative; accuracy; neatness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three years of work experience, one year of which shall have involved either assessment records, real estate or title searching or a combination of experience in any of those areas; or (b) completion of two years post high school education and one year of specialized experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.