

ASSESSMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assessor, incumbents of this position perform specialized clerical work in the preparation and maintenance of assessment rolls and records. Records may be maintained manually or through the use of automated systems equipment. This position involves the performance of responsible and complex work requiring the exercise of independent judgment and considerable contact with the public. Supervision may be exercised over the work of clerical assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Enters new assessments and changes in assessments in an automated system, field books, on cards, on the assessment roll, or on various other records;

Responds to inquiries from the public in person and on the phone, regarding property records, exemption administration and other matters related to business of the Assessor's office;

Answers requests for information concerning assessments and land locations;

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;

Checks accuracy of total and special district assessments;

Makes final tabulations of exempt property; veteran's exemptions, etc.;

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

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: Familiarity with the field of real estate and assessment; good knowledge of modern office practices, terminology, procedures, and equipment; mathematical ability; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; 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 read, write, understand and communicate in English sufficiently to perform the essential functions of the position; 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 three (3) years of work experience, one (1) year of which the primary function of the position was the maintenance of assessment records, the appraisal or sale of real estate, title searching, or a combination of experience in any of those areas.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two (2) years of general work experience. There is no substitution for the one (1) year of specialized experience described above.

*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 Department of Education as a post-secondary, degree-granting institution.