

ASSISTANT ASSESSMENT CLERK

GENERAL STATEMENT OF DUTIES: Performs specialized clerical work assisting in the preparation and maintenance of assessment records in the assessment office of a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Assessment Clerk, an employee in this class performs specialized clerical work in assisting with the preparation and maintenance of assessment rolls and records. This position involves considerable public contact. Assessment records may be kept manually or by using automated systems equipment. Supervision is not normally a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the maintenance of assessment files and records that are maintained manually or through use of computer applications;

Assists in the preparation of various reports for New York State and Westchester County;

Assists in the preparation of assessment data;

Assists in the compilation and summarization of assessment data;

Checks accuracy of total and special district assessments;

Answers requests for information regarding assessments and land locations;

Prepares change information for data processing;

May type routine correspondence and forms, as required;

May use computer applications 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 understand and carry out complex oral and written directions; ability to plan and organize work; ability to deal effectively with the public; ability to get along well with others; tact; courtesy; resourcefulness; accuracy; initiative; neatness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) two (2) years of clerical experience, including six months of experience where computers were used to produce correspondence or spreadsheet reports; or (b) two (2) years of post high school education and six months experience where computers were used to produce correspondence or spreadsheet reports; or (c) a satisfactory equivalent combination of the foregoing training and experience.