

ASSISTANT ASSESSMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of an Assessment Clerk or a higher level employee in the Assessor's office, an employee in this class performs routine clerical work associated with the daily operation of a municipal Assessor's office. An incumbent assists 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. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the maintenance of assessment files and records that are maintained manually or through use of automated systems and software 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;

Scans exemption applications for completeness and accuracy in accordance with established procedures;

Answers requests for information from staff and members of the public regarding assessments and land locations in person and over the telephone;

Performs data entry of value change information and approved property tax exemptions;

Prints deeds and records property ownership information, updating property record cards as necessary;

Prints and assembles tax maps and other assessment documents for the review of the Assessor;

May type routine correspondence and forms, as required;

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; knowledge of proper grammatical usage, punctuation and spelling; 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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; 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 three (3) years of clerical experience using automated systems to enter, retrieve, maintain data and/or produce reports and correspondence.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two (2) years of clerical 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.