

ASSESSMENT CLERK

Department: Assessor
Classification: Competitive
Specification Number: 1330
Approved: 9/21/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma.

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing clerical duties required to maintain current real property tax records which have been converted from a manually managed system to a computerized tax and assessment system. The clerical workers are trained to perform a wide diversity of duties and fill in for each other as needed. Work is supervised by Senior Assessment Clerks and technical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Operates terminal to update the land-based file for new information on ownership, zone changes, exemptions, assessments, apportionments and consolidations for commercial, industrial, and residential properties, including data on inventory of property sales information;
- Explains grievance procedures to taxpayers, accepts application forms and enters decision on terminal;
- May extract comparable sales data from computerized files to assist with work-up preparation for grievance and/or Small Claims proceedings in accordance with specific instructions from technical staff;
- Enters sales validation figures on terminal to maintain current market price of real property;
- Calculates area of properties through use of planimeter;
- Assists taxpayers to file exemption forms for senior citizens and veterans;
- May attend training classes to learn the requirements of the computerized tax and assessment system and to learn terminal operation;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of assessment office terminology and clerical techniques; good knowledge of the operation of a computer terminal; good knowledge of clerical requirements of the New York State Real Property Information System; ability to deal courteously and effectively with the public; ability to learn assigned tasks readily and to follow prescribed departmental procedures; physical condition commensurate with the demands of the position.