

SENIOR ASSESSMENT CLERK

Department: Assessor
Classification: Competitive
Specification Number: 1340
Approved: 9/21/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Three (3) years of clerical experience in an assessment office.

PROMOTIONAL

Two (2) years of permanent competitive status as an Assessment Clerk.

DISTINGUISHING FEATURES OF THE CLASS

The work involves specialization in some of the more difficult work in the assessment office and/or supervision of subordinate assessment clerks. The employee maintains current real property tax records which have been converted from a manually managed system to a computerized tax and assessment system. In addition, the employee is trained in general assessment office duties and fills in for absent workers as needed. Work is supervised by department administrators. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Performs general assessment office duties and specialized work in a particular area;
- Operates terminal to update land-based file with new information on ownership, exemptions, zone changes, apportionments and consolidations for commercial, industrial and residential properties including data on inventory of property sales information;
- Assists in training new employees in the procedures of an assessment office;
- 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;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of assessment office terminology and clerical techniques; good knowledge of the operation of a computer terminal; thorough 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.