

ASSISTANT ASSESSMENT CLERK

Code No. 6-01-054

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position in a Town Assessment Office responsible for providing clerical support to, and acting in the absence of, the Assessment Clerk. Work involves assisting in the reporting, record keeping, communicating and other functions related to real property assessment. Work involves working with the general public at the department counter. The employee reports directly to, and works under the general supervision of, the Assessment Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists the Assessment Clerk with general assessment office duties;

Acts for the Assessment Clerk during absences;

Prepares and maintains assessment files and materials such as reports and memoranda;

Performs complex electronic data searches for assessment and taxation information via electronic and paper documents as well as data vaults;

Responds to assessment questions in person, via telephone and through written correspondence;

Works with the public at the department counter, assisting the public with completing exemption forms, providing information, and other assistance;

Computes assessment charges when responding to inquiries;

Operates standard office equipment;

Types letters, memoranda, reports and other documents;

Performs data entry activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of general office procedures including record keeping, filing, and data entry; good knowledge of business math; working knowledge of the principles and practices of assessment terminology and record keeping; ability to operate standard office equipment; ability to maintain complex files; ability to retrieve and interpret information from files; ability to work well with the public; ability to operate a computer for word processing and data entry; ability to communicate orally and in writing; ability to establish and maintain effective working relationships; ability to act for the Assessment Clerk during absences; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Two (2) years paid full time or its part time office clerical experience, at least six (6) months of which must be in an assessment or taxation setting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year of experience as listed in (A) above, at least six (6) months of which must have been in an assessment or taxation setting; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending upon assignment, candidates for employment in Monroe County government are required to pass a pre-employment drug test.

ADOPTED: November 3, 2005