

ASSESSMENT CLERK

Code No.: 6-01-031
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for assisting the Assessor in managing the reporting, record keeping, communicating and other functions related to real property assessment in a Town. This position does not conduct valuation, appraisal or assessment of real property. Employees of this class provide tax roll information to realtors, appraisers, bankers, attorneys and other interested parties. The employee works under the direct supervision of the town Assessor. May supervise clerical and other support staff. 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):

Acts as office manager and may attend meetings in the absence of the Assessor or as directed;

Maintains the tax roll (Assessment Roll and Levy Module Information); and coordinates updates and changes with County and State Assessment Offices;

Assists the Assessor in determining and updating the tax rolls;

Completes bank tax escrow forms and other assessment and tax estimates;

Receives, computes, enters, lists and files various approved applications for real property tax exemptions;

Provides information about assessments, taxes, procedures etc. to other town departments, interested parties and the general public in person, and via correspondence and telephone;

Computes assessment values under the prevailing System of Assessment for the Town and other cases supplied by the Assessor;

Makes changes on the assessment cards, general tax and district roll; may make corrections on the tax maps when necessary;

Makes changes on office records such as computer files, lists or reports which support formation of assessment rolls.

Assists in the publishing of public notices and the mailing of notices of assessment increases;

Assists in preparing the Assessors' Annual Report for the State Board of Equalization and Assessment and County Real Property Tax Office;

Computes the amount of various State approved exemptions, adopted by the town board;

Compiles reports of assessment information on applications before the Town, Planning, and Zoning Boards;

Reviews with the Assessor changes in the Real Property Tax Law and assists him in changing town procedures when necessary;

Assists in maintaining liaison between the Assessor and the various Boards;

Draws building and improvements sketches on assessment cards;

Plots deeds of public record and calculate the appropriate unit measure contained therein;

Assists the Assessor to field measure, photograph and/or inventory Town properties as required;

Performs general secretarial duties, such as typing, office correspondence and appointments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of financial record keeping practices; good knowledge of assessment records; working knowledge of commercial and residential property assessment principles and practices; working knowledge of the legal terminology used in deed, property description and tax records; ability to read basic building drawings and survey maps; ability to conduct file searches and collect information from various sources; ability to plan and supervise the work of clerical and support staff; ability to relate well with the public; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Four (4) years paid full-time or its part-time equivalent experience in an occupation involving bookkeeping, financial record keeping, assessment or property tax record keeping; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or the completion of at least sixty (60) credit hours, plus two (2) years of experience as outlined in (A); OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 12, 1980

REVISED: January 17, 1985

FORMERLY: Assistant to the Assessor