

SENIOR ASSESSMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves non-routine tasks, such as establishing and maintaining real property tax records, providing administrative support for the assessor, and assisting with public relations. Employees maintain current real property tax records, which have been converted from a manually managed system to a computerized New York State Real Property Information System. Incumbent performs general assessment office duties and represents the assessor when the assessor is unavailable. Work within the Real Property System (RPS) program must be entered in accordance with New York State rules and regulations. Work is conducted under the general supervision of departmental administrators. Direct supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects, enters, and calculates real property tax exemptions. Prepares and mails welcome packets to all new Town of Moreau homeowners. Uses computer valuation programs to enter partial or complete assessments on the Real Property System program, and to adjust assessments. Assists assessor in entering and balancing school, water, and sewer levies for property tax bills. Maintains contact with the public regarding tax bills, assessments, exemptions, escrows, and address changes. Upkeeps and maintains Laserfiche, which is a paperless data and organizational system. Maintains files and records, as well as prepares routine mailings. Enters, collects, sketches, and photographs all permits issued in the Town and Village.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of assessment office terminology and clerical techniques; good knowledge of the operation of a computer; thorough knowledge of NYS Real Property Information System; thorough knowledge of NYS Real Property exemptions, permits, language, section block and lot; ability to read tax maps; ability to deal courteously and effectively with the public; ability to read and understand deeds; ability to be organized and handle many projects at a time; ability to learn assigned tasks readily, and follow prescribed departmental procedures; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of your GED, plus 4 years of experience in the assessment field, real estate field, or equivalent experience.