

**ASSESSOR'S CLERK**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of specialized clerical work and limited technical duties in connection with the establishment and maintenance of a municipal assessment roll. Work is performed under the general supervision of the Assessor, with some leeway for the use of independent judgment for making decisions while working in the field. This position does not ordinarily involve supervisory duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Inspects property and views the interior of buildings in order to obtain data pertaining to property valuation;

Takes and records property measurements;

Identifies and records site characteristics;

Transfers data collected in the field onto property assessment cards and maintains assessment files;

Makes assessment roll changes resulting from property transfers, name changes, etc.;

Furnishes the public with information requested regarding property assessment;

Performs routine filing, alphabetizing, and other clerical duties in connection with the operation of the Assessor's Office;

Acts as receptionist for the Assessor's Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of assessment principles, procedures and practices; working knowledge of office terminology and procedures; ability to make arithmetic computations; ability to understand and follow oral and written instructions; ability to deal effectively and tactfully with the

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public; ability to make comparative judgments; and clerical aptitude.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or equivalent diploma and either:

- (A) One (1) year of clerical experience in a property tax service or assessor's office; or
- (B) Two (2) years of clerical or account clerical work; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed: February 8, 1982  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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