

SENIOR ASSESSMENT RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work is performed under general supervision with wide leeway given for the frequent exercise of independent judgment. The incumbent is responsible for the recording, correcting and maintenance of property tax records of individual parcels of land within the County allowed under the law. In addition to clerical activities the work involves considerable contact with the general public, town assessors and others in providing information and resolving discrepancies related to property records. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reviews deeds, tax stamps, assessment rolls and other documents to determine accuracy of information; Processes transfers for real property and reviews changes made by mappers including but not limited to subdivisions, parcel splits, combinations and acreage changes. Transfers information from worksheets to permanent property record card both manually and/or through computer software; Maintains information on databases for water/sewer district charges and unpaid water/sewer/miscellaneous charges, tax exemption certificates after information verification for Towns and Villages; Assists in the process of tax rolls/bills including invoicing schools and villages for services; Records and researches property records in the County Clerk's Office if necessary; Trains and assists staff and Assessors in the use of Real Property Tax computer programs; Compiles statistical, land value and assessment reports; Works with the public to answer questions concerning assessment; Prepares routine correspondence concerning assessment inquiries; Assigns work to and verifies work of personnel assigned, General clerical duties and financial records management; Answers telephones and relays messages; Operates various office machines.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of filing and content of deeds; Good knowledge of Real Property Tax Laws of New York State; Good knowledge of computers; Working knowledge of the principles and practices of supervision; Ability to make complex arithmetical computations; Ability to read and understand complex written material; Ability to deal with effectively with the public; Ability to perform precise detailed clerical work with minimal supervision; Tact; Courtesy; Good judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and four (4) years of fulltime paid, or its part-time equivalent, clerical work experience, two years of which must have involved experience with assessment roles; OR
- B. Five (5) years of fulltime paid, or its part-time equivalent, clerical work experience, two (2) years of which must have involved experience with assessment rolls; OR
- C. An equivalent combination of training and experience as indicated in A and B above.

NOTE: Post-secondary education in business administration, secretarial science or similarly related field may be substituted for up to two (2) years general experience (thirty credit hours equals one-year general experience).

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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