

**DEPARTMENT:** ASSESSOR – all applicable  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JANUARY 9, 2008

**ASSESSOR'S INFORMATION CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves routine clerical tasks in a municipal Assessor's office. The incumbent inputs assessment data through a computer terminal, and assists the Assessor and higher level staff in their duties. Direct supervision is received from the municipal Assessor. Performs related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Types, mails, or distributes correspondence in and out of the Assessor's office;
2. Assists in the creation and completion of various lists and exemption reports containing changes affecting the tentative and final assessment roll including the task of pro-rating of exemptions;
3. Creates, sorts, indexes and inputs data regarding title changes, change of address, requests and miscellaneous changes to the tax rolls;
4. Checks the accuracy of audit and sales reports and follows up on all changes made to tax rolls;
5. Answers phone-calls and provides information on various subjects and makes appointments;
6. Receives, processes and analyzes the acceptability of information submitted by property owners applying for various exemptions including senior citizens, veterans, agricultural farmers, non-profit organizations and disabled persons. Arranges for the completion of all forms which may require a visit to the applicant's home;
7. Enters information into computer regarding building permits;
8. Maintains records regarding the Assessor's budget through computer input;
9. May assist in the preparation and maintenance of property inventory files and assessment rolls;
10. May maintain office supplies and equipment for the office.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of functions within an Assessor's office including real property terminology; good knowledge of documents and forms used within an Assessor's office; working knowledge of business arithmetic and English; ability to establish and maintain good relations with the general public and with government agencies; ability to understand and follow oral instructions; clerical aptitude; mental alertness; neat appearance; courtesy and tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma;

**AND:** 1. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in business administration or related field;

**OR:** 2. Two (2) years of paid general clerical experience.

**NOTE:** Verifiable part-time experience will be pro-rated.