

**DEPARTMENT:** ASSESSOR – all applicable  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 11, 2006

**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 and one (1) year of full-time paid general clerical experience in a property assessment office or real property related field;

**OR:** 2. Three (3) years of full-time paid general clerical experience which included two (2) years of experience in a property assessment office or real property related field.

**NOTE:**

1. Additional education cannot be substituted for experience.
2. For Town of Wilson only, part-time experience will be pro-rated towards meeting the full-time experience requirement.