

ASSESSING CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work of a moderately complex nature which involves overseeing the daily processing of the paperwork of a Town Assessor's office including the transmittal of information for the tax assessment rolls. The incumbent provides clerical and technical support to the Town Assessor with wide latitude for independent judgment in their absence. The work is performed under the general direction of the Town Assessor and work guidance (e.g., lead work) is exercised over lower-level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the internal clerical operations of the office, including maintenance of the computerized database for residential and commercial properties, property cards, land value and assessment records, special exemption records, file content sheets for transmittal to the state, etc.;

Responds to in-person and phone inquiries from the public regarding property records, exemption administration and other matters related to business of the Assessor's office;

Prepares tax rolls;

Records sales and transfers of property;

Determines property classification and assigns unit land values to new and existing properties;

Calculates tax amounts for the purpose of refunds for correction of tax bills;

Prorates Public Service and Special Franchise taxes and exemptions from Real Property tax;

Trains lower-level office staff in the use and completion of new and modified forms as well as changes in state laws such as tax exemptions;

Gives tax rate information for various types of structures to building contractors and developers as requested;

Prepares new appraisal cards and modifies tax maps;

Assists the public in the timely completion of grievance forms, answers questions and sets up appointments;

Prepares a variety of analyses and reports concerning assessment activities as required by the Assessor, the County and the New York State Office of Tax and Finance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of the terminology and procedures involved in filing and processing municipal assessing records; good knowledge of business arithmetic and English; good knowledge of office management techniques; ability to understand and coordinate the recording of a variety of changes which affect the assessment of commercial and residential properties; ability to establish and maintain effective working relationships with customers and the general public; ability to prepare correspondence, reports and other materials from general instructions; ability to understand and carry out complex oral and written instructions.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of office clerical or business experience, at least two (2) years of which involved supervisory and/or non-routine* duties, and one (1) year of which must have been in assessing and/or real property appraisal work. (The supervisory and/or non-routine duties and the experience in assessing and/or real property appraisal work may be gained concurrently.); or

(over)

2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) or higher and three (3) years of office clerical work or business experience, at least two (2) years of which involved supervisory and/or non-routine* duties, and one (1) year of which must have been in assessing and/or real property appraisal work. (The supervisory and/or non-routine duties and the experience in assessing and/or real property appraisal work may be gained concurrently.).

*Non-routine duties are tasks or activities that do not follow a predictable or repetitive pattern and often require unique problem-solving skills, creativity and adaptability. It is unlike routine work, which involves activities that are well-defined, structured and can be performed using established procedures or guidelines.

PROMOTION: One (1) year of permanent competitive class status as an Assessing Clerk I.

R.C.D.P. (03.03.2020) 04.30.2025
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.