

ASSESSMENT DATA CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving the upkeep and preparation of the assessment roll. Duties are performed under the general supervision of the Real Property Tax Director with leeway allowed for exercise of independent judgment in carrying out the details of the work. An Assessment Data Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives, verifies, and edits changes sent by local assessors and New York State Office of Real Property Tax Services;
- Confers with assessors regarding missing or incomplete data;
- Checks for clerical accuracy, completeness and proper extension of tax rolls;
- Processes and indexes records, and files assessment rolls, records, and reports;
- Administers small claims and state land transition assessments;
- Maintains records of all exemptions;
- Maintains escrow account balances and bank codes for financial institutions and tax collectors;
- Assists Board of Assessment Review with required information and records decisions;
- Scans documents and enters data into assessment software;
- Creates auction flyers and presentations;
- May enter changes to Real Property Tax master file;
- Prepares, processes, and prints tax bills;
- Acts as primary contact for telephone and email inquiries;
- Prepares vouchers for office supplies, equipment, etc.;
- Tracks department budgetary expenses;
- Operates office and copy machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; working knowledge of data processing terminology and procedures; working knowledge of assessment terminology; working knowledge of the Assessment Roll and Levy Module system; working knowledge of New York State's assessment software; ability to understand and follow oral and written instructions; ability to make arithmetic computations accurately; ability to operate a personal computer; ability to write legibly; ability to explain assessment information to the public; clerical aptitude; attention to detail; courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; OR
- B) Graduation from high school or possession of a high school equivalency diploma and two years of experience which must have included experience in maintaining assessment records, the processing of real estate transactions, or title searching; OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Adopted: 12/16/10

Revised: 6/23/11

Revised: 9/11/17

CATTARAUGUS COUNTY CIVIL SERVICE