

ASSESSMENT RECORDS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in the coding of source documents forwarded for input into an electronic data processing system. Duties include coordinating the entry of assessment information received from local municipal assessors and verifying that data transcribed by the Data Processing Department agrees with the original document. This class differs from Assessment Records Clerk by virtue of its increased complexity and supervisory responsibility. Work is performed under the direction of the Director of Real Property Tax Services with leeway allowed for exercise of independent judgement in carrying out the details of the work. Direct supervision is exercised over subordinate employees. An Assessment Records Supervisor performs related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and participates in verifying and editing of change notices sent by local assessors;
- Confers with assessors regarding missing or incomplete data on assessment change notices;
- Ensures that all changes sent to the master file have been run and agree with the assessors change notices;
- Coordinates the entry of assessment rolls, tax bills, and related records on electronic media;
- Explains to assessors the operation of the data processing system and its relation to assessment records such as ARLM, Data Management (ICS), and Valuation;
- Assists assessors in filing annual reports, filling out Recapitulation Sheets and other periodic reports;
- May enter changes to Real Property Tax master file using a data entry terminal.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of assessment terminology; good knowledge of data processing terminology, procedures, and equipment; good knowledge of the Assessment Roll and Levy Module (ARLM) system; ability to make arithmetic computations accurately; ability to understand and follow oral and written directions; ability to plan and supervise the work of others; ability to write legibly; ability to operate a data entry terminal; ability to explain assessment information to the public; attention to detail; courtesy to the public; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience maintaining or checking assessment, financial, or business records including or supplemented by either:

A.) Six months of experience in the operation of electronic computers or data entry machines and peripheral equipment;

OR

B.) Successful completion of a course of instruction in the basic elements of data processing procedures and equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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