

## ASSESSOR'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the collection, recording, and maintenance of real property assessment data in a city, town or village. Duties are performed under the direct supervision of the Assessor or Director of Real Property in accordance with established procedures. An Assessor's Aide does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in gathering, assembling, and recording data relating to property assessment;
- Records property transfers, changing assessment rolls to reflect the name changes and other pertinent data;
- Drafts changes of plots and buildings;
- Assists in reviewing building permits;
- Assists in maintaining property sales records;
- Assists in revising assessment rolls to reflect changes of address, lot sizes, and type of property;
- Assists in verifying tax exemptions for veterans and the elderly;
- Assists in checking and verifying assessment rolls and records;
- Assists in checking and verifying buildings and land measurements;
- Answers inquiries from taxpayers and the general public and gives out routine information;
- Performs duties and responsibilities of position using an electronic data processing system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; working knowledge of assessment terminology and procedures; ability to type accurately; ability to follow oral and written instructions; ability to deal tactfully with the public; ability to write legibly; clerical aptitude; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 10/25/89; 1/11/16; 9/26/2017