

ASSESSMENT CLERK

DEPARTMENT: Town of Owego
CLASSIFICATION: Competitive
SALARY: To be determined
ADOPTED: 3/03; Revised 06/07, 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The position entails responsibility for performing moderately difficult clerical functions specific to the Assessment Department. The work is performed under the general supervision of the Assessor with wide leeway for use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Process property transfer paperwork;
- Record changes and updates information files on a personal computer as necessary (i.e.: address change, property records, bank codes...etc.)
- Accepts and calculates exemptions, notifying taxpayers of any changes;
- Answers inquiries regarding assessments, tax rates, exemptions, property data, sales date, deeds, etc. and provides assistance to the public on how to complete various forms;
- Types various correspondence and forms and transcribes letters and mails to taxpayers;
- Files various applications, forms and reports;
- Reviews edit reports from the State Office of Real Property Tax Offices;
- Other miscellaneous duties as assigned by the Assessor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; ability to acquire a good knowledge of property assessments; ability to read deeds; working knowledge of business math; ability to follow oral and written directions; ability to communicate effectively with others, both orally and in writing; ability to operate a personal computer; ability to type accurately at a satisfactory rate of speed; attention to detail; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and **EITHER:**

- (a) Completion of two (2) years of study at a regionally accredited or New York State recognized college or university with major course work in secretarial science or a closely related field, and one (1) year of full-time clerical experience or its part-time equivalent; **OR**
- (b) Graduation from an approved secretarial or business school or BOCES certificate of completion in office technologies and two (2) years of full-time clerical experience or its part-time equivalent as stated in (a) above; **OR**
- (c) Three (3) years of full-time clerical experience or its part-time equivalent as stated above.