

## **ASSESSING CLERK II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately complex work of a responsible nature which involves overseeing the daily processing of the paperwork of a Town Assessor's office including the daily transmittal of information for the tax assessment rolls via computer. The incumbent provides clerical and technical support to the Town Assessor with wide latitude for independent judgment in her/his absence. The work differs from that of an Assessing Clerk I in that Assessing Clerk II is responsible for handling problems and answering difficult questions in the absence of the Assessor. In addition, the Assessing Clerk II provides guidance and training to the technical and clerical staff in regard to state laws and regulations and changes therein which affect the reporting of tax assessment information including the use, modification and revision of forms. The Assessing Clerk I, on the other hand, refers the more difficult questions to the Assessor and is responsible for training only the clerical staff in the use, revision and modification of forms. Changes in state laws and regulations are disseminated by the Assessor. The work is performed under the general direction of the Town Assessor and supervision is exercised over a small number of lower-level clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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

Prepares tax roles;

Records sales and transfers of property;

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

Trains subordinate 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 as well as by 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 prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions.

**MINIMUM QUALIFICATIONS:** 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 or non-routine duties as a major portion of the work, and one (1) year of which was in an assessment office.

(over)

**NOTES:**

1. Additional qualifying experience or any academic technical or vocational training may be substituted for school on a year-for-year basis.
2. Post high school education may be substituted for up to three (3) years of the required general experience.
3. The two (2) years of supervisory or non-routine work and the one (1) year in an assessment office may be gained concurrently.

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