

PRINCIPAL ASSESSMENT CLERK

Department: Assessor
Classification: Competitive
Specification Number: 1345
Approved: 9/21/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Six (6) years of clerical experience in an assessment office, two (2) years of which must have been in a supervisory capacity.

PROMOTIONAL

Two (2) years of permanent competitive status as a Senior Assessment Clerk.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class supervises an office staff in the maintenance of current real property tax records on a computerized tax and assessment system. The incumbent oversees the transfer of appraisal information, which the Assessment Assistant acquired in field work, from individual assessment cards to assessment rolls. Work is supervised by a department administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES

Organizes, assigns, and reviews the work of an office staff which may include Senior Assessment Clerks, Assessment Clerks, and other clerical workers;

Interprets departmental regulations and procedures to assigned personnel;

Oversees the computer terminal operations to update the data management and land-based files;

Works with an Assessment Assistant in the compilation of assessment rolls;

Oversees the transfer of appraisal information from individual assessment cards to assessment rolls;

Responsible for the training of new employees in the procedures of an assessment office;

Evaluates and updates office procedures;

Assists the public by providing information about filing exemption forms and grievances;

May extract comparable sales data from computerized files to assist with work-up preparation for grievance and/or Small Claims proceedings in accordance with specific instructions from technical staff.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of assessment office terminology and clerical techniques; thorough knowledge of the operation of a computer terminal; thorough knowledge of the clerical requirements of the New York State Real Property Information system; good knowledge of real property assessment; good knowledge of real property valuation; ability to plan, organize, and direct work of the clerical personnel in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.