

Assessor's Aide

Employer: Town of Poughkeepsie

Position Title: Assessor's Aide

Department: Assessor

Status: Full-Time Permanent Competitive

Salary Range: \$17.62-\$20.82 hourly

DISTINGUISHING FEATURES OF THE CLASS:

This is specialized clerical work involving the preparation and maintenance of assessment records under general supervision of the Assessor. An employee in this class is required to operate a computer terminal for entry and retrieval of information. The work involves the use of independent judgment and extensive contact with the public. Supervision may be exercised over the work of clerical assistants.

TYPICAL WORK ACTIVITIES:

1. Assists Assessor in preparation and maintenance of assessment roll;
2. Records changes and updates information files as necessary;
3. Operates computer terminal for entry and retrieval of data;
4. Ascertains the validity of applications for exemptions;
5. Reviews forms for completeness and accuracy;
6. Answers inquiries regarding assessments, tax rates and exemptions;
7. Completes annual reports of assessments for the State;
8. Assists public by providing information and explaining how to complete appropriate forms;
9. Performs a variety of clerical tasks, including filing, operating office machines and unskilled typing;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS:

Good knowledge of maintenance of real property assessment records; good knowledge of software packages to produce a variety of reports and for database management to track information; good knowledge of office terminology, procedures and equipment; ability to work

independently; ability to get along well with others; ability to understand and follow oral and written instructions; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER: (A) Completion of two years of college or business school or secretarial school;

OR: (B) Two years of full-time clerical work experience;

OR: (C) One year of full-time work experience in an office involved in the sale, transfer
or

evaluation of real property, such as real estate office, Assessor's Office or real
property tax service agency;

OR: (D) An equivalent combination of training and experience.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability, i.e. a course in keyboarding or keyboarding work experience