

ASSESSMENT CLERK

Rev. 2/00
Erie County
T & V
Comp. F.T.
N.C. P.T.
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of responsible and complex clerical and staff work in a municipal assessors office preparing and maintaining assessment records and answering questions from the public. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enters new assessments and changes in assessments on computer and on various other records;
Checks changes on assessment maps;
Assists with the apportionment of property;
Assists in the field check of measurement and improvement of property;
Assists in computing land and improvement valuations;
Prepares and summarizes assessment data;
Checks accuracy of total and special district assessments;
Answers requests for information concerning assessments, inventory and land locations;
Assists with the compilation of information for board of review and reports for the County and the State;
Records board of review decisions;
Accepts and evaluates various applications for exemptions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Familiarity with the field of real estate and assessment; good knowledge of modern office practices, computers, terminology, procedures and equipment, mathematical ability; ability to make simple sketches, maps and plans; ability to understand and carry out complex oral and written directions; ability to plan and organize clerical work; ability to deal effectively with the public; ability to get along well with others; resourcefulness; initiative; accuracy; neatness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of business experience, one (1) year of which involved the assessment or sale of real property, title searching or clerical work involving assessment records.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.

Town of Hamburg

accepting applications for full time Assessment Clerk, Civil Service position with full benefits. See **Townofhamburgny.gov** for application or call (716)649-6111 ext. 2386 for questions. **Responses due September 2, 2022.** Graduation from high school or possession of a high school equivalency diploma and three (3) years of business experience, one (1) year of which involved the assessment or sale of real property, title searching or clerical work involving assessment records. **This is a provisional appointment until the Civil Service Exam is given.** You must score within the top 3 candidates of Erie County residents who take the exam, or within the top 3 candidates of the Town of Hamburg residents who take the exam if you live within the Town. Must reside within Erie County. \$22.16/hour starting rate.