

Assessor's Aide – Assessment office

The Town of Victor has a full-time opening for an Assessor's Aide position in the Assessor's office. Job duties include:

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of clerical tasks, both in the office and in the field, in assisting the Assessor with collecting, processing and recording data on individual properties for taxation purposes. The work is performed under the general supervision of the Assessor with a considerable degree of independence in carrying out routine duties in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Updates and makes routine changes to the assessment rolls;
- Assists the Assessor with data collection and tabulation of real property and statistical information;
- Accepts applications and answers questions for tax exemption programs and assists in application renewal;
- Assists the Assessor in matters relating to public relations, including fielding complaints and grievances;
- Answers inquiries by realtors, assessors and the general public regarding property assessment administration and Real Property Tax Law;
- Answers inquiries from the public regarding factors used in determining valuation;
- Uses and interprets tax maps, subdivision maps and deed descriptions;
- Assists in maintaining property sales records;
- Processes data received from Ontario County Real Property Tax Services to update property records and database;
- Shows tax maps to property owners on request;
- Assists taxpayers in completing various types of exemption forms;
- Does necessary research to obtain statistical data;
- Performs routine clerical tasks such as drafting letters, reports, filing and recording of information.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow written and oral instructions; ability to read and understand property deeds, maps and other documents relating to property valuation and assessment work; ability to interpret tax maps; ability to type accurately at an acceptable rate of speed; ability to establish and maintain good working relationships with the public; ability to maintain records with a high degree of accuracy; clerical aptitude; good judgment; resourcefulness; courtesy and tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma, AND one (1) year of full-time paid clerical experience, or its part-time equivalent, working with real property assessment records,
OR
2. Two (2) years of full-time paid general clerical experience, or its part-time equivalent.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner

Salary: \$19.45/hour with benefits

NOTE: Appointment to this position will be PROVISIONAL, pending the taking and passing of the Assessor's Aide Civil Service exam when it is next offered. The candidate must score in the top 3 on the eligible list in order to retain the Town of Victor position.

Applications must be filed on the Civil Service Employment Portal found on the Ontario County Human Resources website at <https://ontario-portal.mycivilservice.com/jobopps> by Saturday, March 27, 2021.

Interested applicants can find additional information by contacting Town of Victor Human Resources at 585-742-5028 or tmkolaczyk@town-victor-ny.us.