

Town of Phelps – Vacancy (Part- time / 15-30 hours per week)

Salary range: \$25.00-\$27.00/hr.

REAL PROPERTY AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a position responsible for assisting in preparing residential property tax valuations and maintaining related records and documents. The work is performed under direct supervision of the Sole Assessor or Board of Assessors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares official records in accordance with principles learned in training;
Conducts field inspections of real property to verify measurements in compliance with New York State requirements for maintenance of the New York State Real Property Inventory System;
Collects required data pertinent to real property inventory with permission of property occupant;
Records data on official Assessor documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; ability to maintain records with a high degree of accuracy; ability to understand, interpret, explain, and apply knowledge learned during training as required by New York State; ability to establish and maintain good working relationships with the public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

APPROVED: 3/3/94

CIVIL SERVICE CLASSIFICATION: COMPETITIVE