Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

POSTING DATE*: FROM: 10/28/2026 TO: 11/6/2026

JOB TITLE: Assessment Control Clerk

RATE OF PAY: $29.90/hr

LOCATION: Ontario County Real Property Tax Service

NOTE: Under the NY HELP Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELP Program, please visit https://www.cs.ny.gov/help/faq.cfm.

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

EITHER:

1. Possession of an Associate's Degree, or higher, in Accounting, Business Administration, Computer Science or a closely related field; OR

2. High school graduation or possession of a high school equivalency diploma AND two (2) years of full-time paid, or its part-time equivalent, clerical experience which involved real property evaluation, real estate title searching, or assessment terminology and records; OR

3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

APPLICATION DEADLINE / LAST FILING DATE*: 11/6/26 or until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the Ontario County Civil Service Employment Portal.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/16/2016



THE HELP PROGRAM

HIRING EMERGENCY LIMITED PLACEMENT

This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION

(585) 396-4465

WE'RE HIRING:

ASSESSMENT CONTROL CLERK

ONTARIO COUNTY REAL PROPERTY TAX SERVICE

Starting Salary: $29.90/hr ($58,305/yr)

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, in Accounting, Business Administration, Computer Science or a closely related field; OR

2. High school graduation or possession of a high school equivalency diploma AND two (2) years of full-time paid, or its part-time equivalent, clerical experience which involved real property evaluation, real estate title searching, or assessment terminology and records; OR

3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- *Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.*
- *Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.*

WE OFFER:

- *Excellent benefits and tuition assistance programs.*
- *Paid holidays. New employees start with five additional vacation days.*
- *Regular raises.*

.

www.ontariocountyny.gov

APPLY TODAY!

Ontario County NEW YORK

ASSESSMENT CONTROL CLERK

QUALIFICATIONS:
County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, in Accounting, Business Administration, Computer Science or a closely related field; OR

2. High school graduation or possession of a high school equivalency diploma AND two (2) years of full-time paid, or its part-time equivalent, clerical experience which involved real property evaluation, real estate title searching, or assessment terminology and records; OR

3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Real Property Tax Service Agency and involves responsibility for coordinating, supervising and performing a variety of duties in the administration of the County real property tax assessment program. Duties include responsibility for maintaining the reliable and timely input and output of information in a data processing center necessary to produce tax roll and assessment records. An employee is this class will be responsible for the coordination of tax roll and assessment record information with Ontario County municipalities. The work is performed under the general supervision of the Director of Real Property Tax Services with leeway for the exercise of independent judgment in carrying out work assignments. Supervision is exercised over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assures the timely submittal, processing and distribution of assessment and tax records;
Corrects errors and other problems related to the conversion of Assessor information to computerized format;
Coordinates the maintenance of records, settlements, claims;
Liaison with schools, towns, villages for tax levies, property transfers, parcel changes, etc.;
Trains and supervises staff in the proper methods and procedures for entry, maintenance and compilation of assessment data;
Provides valuation support to assessors, assessment roll and tax roll processing, etc.;
Edits input from assessors;
Assists assessors in the proper methods of maintaining, updating and interpreting computerized assessment records;
Maintains liaison with the NYS Department of Taxation & Finance, Office of Real Property Tax Services;
Recommends changes for the processing of information, policies and procedures';
Assists in preparing annual and special reports as required by the County Legislature and the State Board of Real Property Tax Services.

Continued on Page 2

ASSESSMENT CONTROL CLERK

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the current principles and practices of computer-oriented data processing; good knowledge of the use and operation of computer-oriented data processing machines; working knowledge of office and staff management; ability to plan, organize and supervise the work of others; working knowledge of systems analysis; working knowledge of assessment procedures and schedules; ability to use a personal computer with moderate proficiency and to learn appropriate software applications; ability to comprehend and analyze data processing problems; ability to work well with others; ability to understand and interpret moderately complex tabular material; ability to express ideas clearly, both orally and in writing; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

APPROVED: APRIL 4, 1996
REVISED: 8/21/18, 11/23/18; 7/7/23
CIVIL SERVICE CLASSIFICATION: COMPETITIVE

Application Review Manual defines 'Clerical' - activities involve the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.