

## ASSESSMENT CLERK - Town of Hamburg

**(Competitive)**

**Will need to pass Civil Service Test when given;**

### DISTINGUISHING FEATURES OF THE CLASS

This is specialized clerical work involving maintenance of real property assessment and/or tax records and other documents related to the assessment of real property. The work involves office work pertaining to records maintenance and public contact work pertaining to face-to-face and telephone contact with the public giving general information pertaining to the real property tax and assessment practices. The work is distinct from that of the clerk job family by virtue of its specialization in the real property tax and assessment process inclusive of assessment procedures, exemptions, and forms in addition to routine tasks involving clerical aptitude. The work is performed under the direct supervision of the assessor of the municipality assigned. An employee in this class does not exercise supervision. The work requires some typing skill but not a level high enough to require performance testing. Does related work as required.

### TYPICAL WORK ACTIVITIES

From filing system property record cards extracts information regarding name, residence, tract, lot number, address, and assessed value, and provides this information with property transfer forms to the assessor who makes the actual transfer on the tax rolls.

Tabulates assessment data, compiles lists and prepares a variety of reports for the assessor. Maintains the currency of tax maps received from the county's real property tax division, checks assessment changes, and prepares notices of increased assessments.

Adds tax and/or assessment rolls to determine school valuation, enters and deletes veterans' and senior citizens' exemptions in tax and/or assessment rolls against real property, and computes the value and number of parcels in special districts.

Provides general information to taxpayers pertaining to real property tax and/or assessment process. FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

### CHARACTERISTICS

Working knowledge of principles and practices of record keeping.

Working knowledge of statutory practices pertaining to real property taxes and assessment inclusive of exemptions.

Working knowledge of basic arithmetic computations such as square feet, percentages, etc. Clerical aptitude.

Ability to operate adding machines and calculators, personal computers (PCs), and other office machines. Ability to give information to the public and relate well with the public.

### MINIMUM QUALIFICATIONS

A. Six (6) months of work experience, or its part time equivalent, in abstracting tax and/or assessment records, examining titles to real property, or maintaining real property records; or,

B. One (1) year of clerical work experience, or its part time equivalent, which must have included public contact.

Starting Salary \$44,266.

**Additional Information:**

This appointment is provisional 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.

Interested candidates should complete a Civil Service application and submit it to the below address with a resume and three references. All submissions must be postmarked or hand delivered by 12/4/202 to the;

Town of Hamburg

Personnel Office

(address below)

Call (716) 649-6111 ext. 2386 for questions.

Town of Hamburg

Attn: Alissa Straus – Personnel Office

6100 South Park Avenue

Hamburg, NY 14075