

Department: Town of North Elba
Classification: Competitive

SPEC DISK E7
DOCUMENT 22

ASSESSOR'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of various clerical duties, both in the office and in the field, to assist the Assessor in his work of determining assessments on real property. The work is performed under direct supervision, but an Assessor's Aide works with a considerable degree of independence in carrying out routine duties in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Accompanies Assessor on field trips to assist in keeping notes and record;
Assists in maintaining property sales records;
Answers inquiries from the public and provides routine information;
Completes necessary data forms for various computer systems;
Assists taxpayers in completing various types of exemption forms;
Does necessary research to obtain statistical data;
Processes data received from Real Property Tax Services Agency to update tax maps and property identification titles;
Performs routine clerical tasks such as typing, filing and recording of information.

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 learn interpretation and manual modification of tax maps; ability to type at an acceptable rate of speed; 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 and one year of full time paid clerical experience which shall have involved the maintenance of records.

ADOPTED: April 18, 1995