

Department: Real Property  
Classification: Competitive  
Grade: 13

SPEC DISK FD  
DOCUMENT 09

### REAL PROPERTY TAX SERVICE AIDE II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of para-professional tasks assisting in the administration of the county property valuation program. The incumbent has the responsibility to assist town assessors in the preparation of assessment rolls including the review of changes made by the assessors, and preparing changes to computer files. Additionally, the incumbent monitors' data entry for assessment roll preparation and assists in balancing assessment figures, reports, and levied and relieved taxes. The work is performed under supervision of the Director of Real Property Tax Services and the Assistant Director. Incumbent is considered a lead worker and reviews the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enters all completed real property transfer and address information into PC using current real property system software;  
Reviews, proofs and enters assessment and inventory changes submitted by assessors and subordinates;  
Generates inventory sheets;  
Prepares monthly sales report for NYS Office of Real Property Services;  
Receives catalogs and enters all requests from escrow agents for transmittal of tax bills to comply with Real Property Tax Law;  
Searches County Clerk records when needed to verify information;  
Prepares weekly mailings of relevant information to assessors, e.g. transfers, correspondence, legislative updates, exemption applications and memos received from NYS Office of Real Property Services as well as maintains brochures;  
Assists in training of assessors on methods and procedures;  
Assists Assistant Director in preparation and assemblage of assessment rolls, tax rolls and bills and apportions tax bills due to sales;  
Confers with general public, officials of government, and town assessors on appraisal and assessment records;  
Performs multiple clerical duties such as mail distribution, filing, correspondence and answering telephone inquiries and maintains sales billing and collection;  
Assists customers as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; working knowledge of office terminology, procedures and equipment; thorough knowledge of modern property assessment methods; ability to read and understand property deeds; tax maps and other documents of legal nature relating to property valuation and assessment work; ability to explain basic concepts of the data processing system to town assessors; ability to collect and record property valuation information from a variety of sources; ability to organize numerical data and prepare reports from same; ability to deal effectively with the public; ability to understand and carry out oral and written instructions as well as give them; clerical aptitude; good judgement and accurate resourcefulness. Must process advanced computer skills and be very accurate in computations.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree and one (1) year of clerical experience involving real property records; or
- (b) Graduation from a regionally accredited or New York State registered college with an Associate's degree and three (3) years of clerical experience involving real property records; or
- (c) Graduation from high school and five (5) years of clerical experience involving real property records; or
- (d) An equivalent combination of training and experience defined by the limits of (a), (b) and (c).

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