

## ASSESSMENT RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves ensuring that changes of assessment are accurately recorded on tax rolls of municipalities in Cattaraugus County. Appointment to this class requires successful completion of a traineeship of not less than 12 nor more than 52 weeks during which an incumbent receives on the job, as well as classroom training, to acquire specialized knowledge and demonstrate acceptable skills and abilities in the maintenance of assessment information. Duties are performed under the supervision of a senior assessment records clerk. An Assessment Records Clerk also performs related work as required.

### TYPICAL WORK ACTIVITIES:

- Receives, verifies, and edits change notices sent by local assessors;
- Confers with assessors regarding missing or incomplete data on assessment change notices;
- Writes assessment changes in Field Book for each locality;
- Codes information from change notices on keypunch input forms;
- Records the number of changes to be run and forwards them to the Data Processing Department to update the Real Property Tax master file;
- Verifies that all changes to the master file have been run and agree with the assessors' change notices;
- Sends monthly listing of changes to local assessors;
- Checks for clerical accuracy, completeness and proper extension of tax rolls;
- Processes and indexes records and files assessment rolls, records, and reports;
- May enter changes to Real Property Tax master file using a data entry terminal;
- Locates property deeds in County Clerk's office;
- Decollates tax rolls for delivery to assessors and tax collectors;
- Answers telephone;
- Gives out information by telephone and counter service to the public;
- Operates office and copy machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; working knowledge of data processing terminology and procedures; working knowledge of assessment terminology; working knowledge of the Assessment Roll and Levy Module system; ability to understand and follow oral and written instructions; ability to make arithmetic computations accurately; ability to operate a data entry terminal; ability to write legibly; ability to explain assessment information to the public; clerical aptitude; attention to detail; courtesy to the public; physical condition equal to the demands of the position.

### MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 9/19/91

asrecclk