

SENIOR ASSESSMENT DATA CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work requiring a high degree of accuracy. The work requires the exercise of independent judgement in the application of procedures to specific situations as well as an understanding of department policies. The work is performed under the general supervision of the Real Property Tax Director with leeway allowed for exercise of independent judgement in carrying out the details of the work. Direct Supervision of subordinate employees is not a requirement of this position. Guidance is provided to local municipalities when dealing with property tax matters. A Senior Assessment Data Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares requested report forms for New York State which are due annually;
- Collects data consisting of Telecommunication Ceilings, Special Franchise, Railroad Ceilings, and Transition Assessments, and assists in making changes on Assessor's software in preparation of the Tentative and Final assessment rolls for each town/city annually;
- Collects and monitors information for Board of Assessment Reviews;
- Collects and monitors Annual Assessor's Reports for each town to send on to the State;
- Sends out packets and reports to schools and monitors the informational forms returned for school taxes;
- Sends out packets, reports, and forms to obtain information for special districts, delinquents, and special assessments along with budgets from all towns in preparation of Town and County Taxes, collect and monitor the return of this information;
- Collects State Aid figures and Town Levy information to assist County Attorney's Office in creating resolutions;
- Sends out packets and reports to villages and monitor the informational forms returned for village taxes;
- Prepares and sends billing to schools and villages after tax bills have been generated;
- Prepares and sends billing to towns for Town and County Taxes along with the annual Assessor software fee and monitor the return payment of each tax billing;
- Assists in keeping website information updated with tax rates, rolls, bills and the tax calculator;
- Prepares packets for and assists tax collectors during school, village, city, town and county tax times;
- Processes, balances, and prepares the Town and County, School, Village, and City tax bills and rolls;
- Works with Assessors by answering questions and assisting with problems and various work they need to complete;
- Makes changes, monitors, and completes Correction of Errors on Assessment Rolls;
- Calculates and prepares Correction of Errors for School, Town & County and Village Tax rolls;
- Answers and directs phone calls regarding property and assessment information;
- Creates and runs various types of reports (including labels) for Assessors, schools, fire districts, towns & villages, land companies, logging companies etc..

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of real property tax laws which relate to the work; thorough

knowledge of modern methods used in keeping financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to follow oral and written directions; a high degree of accuracy in dealing with figures; ability to secure the cooperation of others; clerical aptitude; good judgement; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year of experience which must have included experience in maintaining assessment records, the processing of real estate transactions, or title searching; OR

B) Graduation from high school or possession of a high school equivalency diploma and three years of experience which must have included experience in maintaining assessment records, the processing of real estate transactions, or title searching; OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/3/18