

ASSESSOR'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing clerical duties in support of the functions of the office of an Assessor. Work is carried out in accordance with established procedures and involves assisting in the preparation and maintenance of assessment rolls and related duties. Assignments may include fieldwork. The class differs from that of Senior Assessor's Aide in that supervisory responsibility is not normally a function of the position, and by virtue of a more limited scope of responsibility. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in gathering, assembling and recording data relating to property assessment;

Assists in maintaining property sales records;

Assists in revising assessment rolls to reflect changes of address, lot sizes and type of property;

Assists in checking and verifying assessment rolls and records;

Assists in checking and verifying building and land measurements;

May use electronic data processing equipment in the course of performing various duties;

Answer inquiries from taxpayers and the general public and gives out routine information;

Performs a variety of clerical and field duties relating to property assessments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of Business arithmetic and English; ability to get along well with others and to deal tactfully with the public; ability to prepare and maintain records and reports; clerical aptitude; accuracy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or its' equivalent.

Special Requirement: Possession of a valid New York State driver's license may be required at time of appointment.

ULSTER COUNTY
0220 ASR AIDE
Classification: Competitive
0221 ASR AID PT
Classification: Non-Competitive

Revised: February 17, 1988
Revised: July 17, 1990
Revised: September 25, 1991

