

ASSESSOR'S AIDE/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing clerical duties in support of the functions of the office of an Assessor. A substantial portion of the work involves typing. The 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 Assessor's aide in that Assessor's Aide does not perform substantial typing duties. Work is performed under the general supervision of a higher level employee. Supervision of others is not normally a function of this class. 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 functions that include typing;

May perform 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 type accurately; at an acceptable rate of speed; ability to get along well with others and to deal tactfully with the public; 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

0240 ASR AID/T

Classification: Competitive

0241 ASADT HLP

Classification: Non-Competitive

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Adopted: July 1990

Revised: September 25, 1991