

PLEASE POST

#2023-71

JOB OPENING

TITLE: **ASSESSMENT CLERK**
Competitive/Permanent

DEPARTMENT: Office of the Town Assessor

SALARY: Pursuant to the TCEA Bargaining Agreement

SHIFT: Monday through Friday, 9:00 am - 4:30 pm

DATE: August 28, 2023

GENERAL STATEMENT OF DUTIES

The work involves the performance of responsible and complex clerical and staff work in a municipal assessor's office preparing and maintaining assessment records and answering questions from the public. Does related work as required.

TYPICAL WORK ACTIVITIES

Enters new assessments and changes in assessments on computer and on various records;
Checks changes on assessment maps;
Assists with the apportionment of property;
Assists in the field check of measurement and improvement of property;
Assists in computing land and improvement valuations;
Prepares and summarizes assessment data;
Checks accuracy of total and special district assessments;
Answers requests for information concerning assessments, inventory and land locations;
Assists with the compilation of information for Board of Review and reports for the county and the state;
Records Board of Review decisions;
Accepts and evaluates various applications for exemptions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Familiarity with the field of real estate and assessment; good knowledge of modern office practices, computers, terminology, procedures and equipment, mathematical ability; ability to make simple sketches, maps and plans; ability to understand and carry out complex oral and written directions; ability to plan and organize clerical work; ability to deal effectively with the public; ability to get along well with others; resourcefulness; initiative; accuracy; neatness; physical condition commensurate with the demands of the positions.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of high school equivalency diploma and three (3) years of business experience, one (1) year of which involved the assessment or sale of real property, title searching or clerical work involving assessment records.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Gregory Magnuszewski) AND TO THE TOWN ASSESSOR (Michael Milks).