

ASSESSMENT RECORDS CLERK TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This position is for training an incumbent in the maintenance of Tax Department Property Records of individual parcels of land in Delaware County. On the Job Training is provided under the direct supervision of an Assessment Records Clerk or other qualified instructor. Persons appointed at the trainee level will be advanced to Assessment Records Clerk without further examination upon satisfactory completion of a one-year traineeship. Does related work as required.

TYPICAL WORK ACTIVITIES: Is trained in and gradually assumes greater responsibility for performing the following: Processes transfers for real property and reviews changes made by mappers (subdivisions, parcel splits, combinations and acreage changes); Reviews Tax Department Property Records and researches related property records in the County Clerk's Office, if necessary, to verify the nature of property transaction; Records information from deed and other sources on a work sheet; Transfers information from work sheet to permanent property record either manually or by entering information into a computer; Files standard property record alphabetically and numerically by town; Assists the public with questions and complaints relating to property records and/or directs them to appropriate authority; Maintains updated information on data bases; General clerical, financial accounts and ledgers, letters, mailings and telephone duties.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, working knowledge of business arithmetic and English; Working knowledge of computers; Ability to keep accurate records; Ability to deal effectively with the public; Aptitude for learning the methods of maintaining property records and researching property information; Tact; Courtesy; and Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; OR
- B. Two year of a general clerical experience; OR
- C. An equivalent combination of training and experience.

Revised 6/26/80; 9/19/00; 12/30/19