

ASSESSMENT RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the maintenance of Tax Department property records of individual parcels of land in Delaware County. In addition to clerical activities the work involves considerable contact with the general public, town assessors and others in providing information and resolving discrepancies related to property records. The work requires the exercise of independent judgement in the application of prescribed procedures and methods to routine cases. A high degree of accuracy is required to avoid erroneous assessments. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) 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: Good knowledge of the methods of filing and content of deeds; Working knowledge of the procedures utilized in tax assessment; Good knowledge of English and business arithmetic; Working knowledge of computers; Ability to read and interpret legal terminology contained in deeds; Ability to organize and maintain a filing system; Ability to deal effectively with the public; Ability to perform precise detailed clerical work with minimal supervision; Tact; Courtesy; Good judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: One year of experience as an Assessment Records Clerk Trainee.

Open Competitive:

- A. (1) Graduation from high school or possession of a high school equivalency diploma and (2) two years of clerical experience one year of which shall include the maintenance of assessment rolls, title searching or related field; OR
- B. (4) Four years of clerical experience, (1) one year of which shall include the maintenance of assessment rolls, title searching or related field; OR
- C. An equivalent combination of training and experience.

Revised 4/25/80, 9/19/00; 10/25/10; 12/30/19

Reviewed 12/10/18