

**DEPARTMENT:** REAL PROPERTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 5, 2022

**REAL PROPERTY INFORMATION CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position provides clerical and administrative support to the County Director of Real Property Tax Services in his responsibility in instructing assessors, training, researching problem properties, calculating tax rates and coordinating the implementation and maintenance of a computerized Real Property Information System. When assigned, the incumbent is responsible for office administrative duties such as payroll, maintaining office supply inventory, budget transactions, accounts payable and receivable, and other incidental clerical functions. The work is performed in accordance with policies determined by the Director of Real Property Tax Services permitting latitude for organizing the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Researches and prepares documentation on New York State applications submitted by the county property owners for correction of tax rolls or refunds of taxes;
2. Assists the Director, using electronic spreadsheets (Excel) with calculation of tax rates for municipalities using town, county and school district budgets;
3. Balances property exemption totals with computer processed figures for school district, special franchise, public utility, exempt, and state owned lands;
4. Coordinates the provision of support services from the County Real Property Tax Office to local assessors such as tax mapping, real property appraisal and data collection;
5. Reviews the work of assessors in the preparation and maintenance of property inventory files and automated assessment rolls;
6. Assists the Director in preparation of periodic and special reports to the county legislature or State Office of Real Property Services relative to real property tax administration;
7. Prepares tax data in machine readable format and coordinates details for input into computer and verifies output;
8. Maintains a variety of real property tax records and corrects errors or updates information on assessment and tax rolls in accordance with established policy and procedures;
9. Reads tax maps to locate parcels, lots and subdivisions to aide in recording unpaid taxes and school and water re-levies;
10. Receives cash payments, issues receipts; prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
11. Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
12. May prepare figures and reports for use in budget preparation;
13. Conducts routine correspondence on matters where policies and procedures are well defined;
14. Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
15. Receives, balances and audits payroll time records;
16. Operates calculator, computer and other related office equipment;
17. When assigned, performs the duties of the Real Property Tax Services Aide;
18. Prepares and coordinates the compilation of the Real Property Annual Statistics Report.

**CONTINUED**

## **REAL PROPERTY INFORMATION CLERK CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of modern principles, practices and theory of real property valuation and assessment and taxation; working knowledge of real property records and ability to understand their relation to valuation processes; working knowledge of New York State Real Property Tax Law and local policies; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; ability to deal effectively with the public; ability to establish and maintain effective working relationships with others including the public, Town Assessors and county officials; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to record real property information relative to valuation and assessment; ability to adapt real property and assessment information to programs for use in a data processing operation; ability to operate an alphanumeric data entry device; ability to effectively utilize and explain the use of computerized assessment methods, tax maps and other valuation tools; ability to make mathematical calculations; ability to prepare and maintain records and reports; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; ability to lift at least fifty (50) pounds; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation with an Associate Degree in a business related field **and** two (2) years paid progressively responsible account clerical and/or office clerical experience which involved the use of spreadsheets and databases and contact with the public; OR
2. Graduation from high school or possession of an equivalency diploma and four (4) years paid progressively responsible account clerical and/or office clerical experience which involved the use of spreadsheets and databases and contact with the public.

**NOTE:**

1. Part-time paid experience will be pro-rated.
2. Office experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Teller experience will not be accepted.
3. Degrees and/or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.