

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

REAL PROPERTY TAX SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in the Niagara County Real Property Office and it provides clerical support in the Office's responsibility for the collection, recording, and maintenance of data associated with real property tax administration. The incumbent is also responsible for conducting the day-to-day clerical operations of the office, which includes considerable public contact. Other duties include answering questions from the public with regard to real property issues such as tax rates, exemptions and access to deeds and maps, as well as assisting in the preparation of assessment rolls, tax rolls, tax bills and preparing related reports. The work is performed under the general direction of the Director of Real Property Tax Services or designee, with wide latitude permitted for the exercise of independent judgment in organizing the work and making decisions in accordance with established policy. This position does not require specialized knowledge of real property assessment, abstracts, or appraisal terms and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs routine office duties such as tax map printing, maintaining inventory, purchasing office supplies, department payroll, filing, data entry, creating and maintaining files, distributing mail, etc.
2. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist;
3. Performs a variety of internal operations of the Real Property Tax Services Office and related assessment administration records;
4. Works closely with the Supervisor of Real Property Tax Services and is trained in the preparation and processing of school, county, village and city tax rolls and tax bills including the folding/stuffing of bills;
5. Receives cash payments, issues receipts; deposits funds into appropriate accounts;
6. Prepares and submits sales reports to the New York State Office of Real Property Tax Services, also responsible for scanning and recording sales and transfers of property from the New York State Real Estate Transfer Report (RP-5217);
7. Gathers property valuation data from a variety of sources including tax rolls, assessment rolls, deeds and tax maps to assist attorneys, real estate brokers, and the general public with requests for information concerning property and valuations;
8. Assists the Director, using electronic spreadsheets (Excel) with calculation of tax rates for municipalities using town, county and school district budgets;
9. Assists the Director in preparation of periodic and special reports to the county legislature or New York State Office of Real Property Services relative to real property tax administration;
10. Reads tax maps to locate parcels, lots and subdivisions to address requests for information from the public, etc.;
11. Conducts routine correspondence on matters where policies and procedures are well defined;
12. Files and maintains records related to processing of payrolls.
13. Performs other clerical duties as necessary;
14. Operates calculator, computer and other related office equipment;
15. Assists the Real Property Information Clerk with the preparation of the Real Property Annual Statistics Report.

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REAL PROPERTY TAX SERVICES AIDE CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern office terminology, procedures, equipment and business English and arithmetic; skill in the use of business arithmetic; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with an Associate Degree in a business related field; **OR**
2. Graduation from high school or possession of an equivalency diploma 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.

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.