

ASSESSMENT CLERK

Town of Lysander

Assessor's Office

Full Time 35 hours per week

Minimum qualifications 6 months work experience

in an assessment office or one year clerical work

Duties to include: exemption paperwork, data entry, assisting the public

Salary 47,000-48,000

Appointment is provisional and subject to Civil Service rules

See attached Civil Service requirements/job description

Residency preference

Send resume to:

Assessor

Town of Lysander

8220 Loop Road

Baldwinsville, NY 13027

Or by email to

assessor@townoflysander.org

Deadline to apply

Monday December 1st, 2025

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This is specialized clerical work involving maintenance of real property assessment and/or tax records and other documents related to the assessment of real property. The work involves office work pertaining to records maintenance and public contact work pertaining to face-to-face and telephone contact with the public giving general information pertaining to the real property tax and assessment practices. The work is distinct from that of the clerk job family by virtue of its specialization in the real property tax and assessment process inclusive of assessment procedures, exemptions, and forms in addition to routine tasks involving clerical aptitude. The work is performed under the direct supervision of the assessor of the municipality assigned. An employee in this class does not exercise supervision. The work requires some typing skill but not a level high enough to require performance testing. Does related work as required.

TYPICAL WORK ACTIVITIES

From filing system property record cards extracts information regarding name, residence, tract, lot number, address, and assessed value, and provides this information with property transfer forms to the assessor who makes the actual transfer on the tax rolls.

Tabulates assessment data, compiles lists and prepares a variety of reports for the assessor.

Maintains the currency of tax maps received from the county's real property tax division, checks assessment changes, and prepares notices of increased assessments.

Adds tax and/or assessment rolls to determine school valuation, enters and deletes veterans' and senior citizens' exemptions in tax and/or assessment rolls against real property, and computes the value and number of parcels in special districts.

Provides general information to taxpayers pertaining to real property tax and/or assessment process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of principles and practices of record keeping.

Working knowledge of statutory practices pertaining to real property taxes and assessment inclusive of exemptions.

Working knowledge of basic arithmetic computations such as square feet, percentages, etc.

Clerical aptitude.

Ability to operate adding machines and calculators, personal computers (PCs), and other office machines.

Ability to give information to the public and relate well with the public.

MINIMUM QUALIFICATIONS

A. Six (6) months of work experience, or its part time equivalent, in abstracting tax and/or assessment records, examining titles to real property, or maintaining real property records; or,

B. One (1) year of clerical work experience, or its part time equivalent, which must have included public contact.

10/13 Revised