

## **REAL PROPERTY TAX SERVICE AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of highly responsible clerical tasks in the department of Real Property Tax Services. Responsibilities include the preparation, processing and maintenance of documents and records pertaining to assessment rolls, property records and deeds. The work also includes responsibility for managing and coordinating the production of accurate tax bills and tax billing information for all municipalities and districts under Broome County's jurisdiction. The work is performed under the direct supervision of the Director of Real Property Services, with leeway allowed for the exercise of independent judgment. Supervision is not a responsibility of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews, approves and/or revises changes to the assessment rolls;

Provides information to the general public, Attorneys and Town Assessors on assessment related matters;

Prepares data, coordinates details for input into computer and verifies output;

Reads and locates parcels on tax maps;

Operates computer terminal to update and retrieve property valuation data;

Assists in the enlargement and reduction of tax maps;

Edits Assessors input and resultant output of assessment roll data for accuracy and property format;

Performs a variety of clerical functions for the Real Property Tax Services department;

Prepares and submits deposits to the Treasurer's Office;

Enters and updates Property Transfers to be filed with the State of New York;

Assists in maintaining updated assessment records using the NYS Office of Real Property Services Software (RPS) system;

Assists in the preparation and maintenance of a variety of reports;

Assists in correcting errors on tax rolls and resolving existing problems;

Sorts and distributes departmental mail.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment;

**REAL PROPERTY TAX SERVICE AIDE-cont'd**

Good knowledge of maintenance of financial records and business arithmetic;

Working knowledge of real property valuation and assessment, and New York State Real Property Tax law and policy;

Working knowledge of standard methods of property description and the ability to determine the property location as so described;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, and databases;

Ability to interpret simple sketches, maps and plans;

Ability to deal effectively with the public;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Ability to perform close, detailed work with accuracy involving considerable visual effort and concentration;

Ability to understand and interpret written information;

Good organizational skills;

Detail oriented.

**MINIMUM QUALIFICATIONS\*:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one year of experience involving clerical experience in real property, real estate, title searching or assessment;
- B) Graduation from high school or possession of an equivalency diploma and three years of clerical experience in real property, real estate, title searching or assessment;
- C) An equivalent combination of training and experience as described in A) and B) above.