

JOB DESCRIPTION
{09/23/2019}

TOWN OF CLARENDON
ASSISTANT ASSESSOR

Town Board Appointed Official
[Part-Time] Employee; 20 hours/week
Salary: \$15.00/hour

GENERAL DESCRIPTION:

This job is important work involving responsibility for assisting the Assessor in managing the reporting, record keeping, communicating and other functions related to real property assessment in the town.

DUTIES:

Responsibilities Include, but are not limited to assisting the Assessor with the following:

Phone message logging, call backs and messages to Assessor as appropriate;

Dealing with public in person regarding property value/tax concerns, exemptions, boundary disputes, providing tax maps, exemption applications and information. Answer questions about tax bills with regard to exemptions, AV increases; may need to pass on to appropriate taxing jurisdiction;

Assist the Assessor to field measure, photograph, and inventory properties. Maintain files and update as needed, including drawing footprint of structures on record cards;

Assist with exemption administration, accept applications, date stamp, enter into RPS system as ability allows. Mail exemption renewal applications with instructions for filing and deadline. Answer questions regarding necessary proofs and documentation required;

For Star Registration, give information regarding phone# and website as well as Parcel ID as required for registration from assessment roll;

Assist with inquiries regarding tax estimates for new construction and additions based on current tax rates, current construction costs, current contributory and market values;

Check the MLS and real estate listing websites daily to confirm that the data on file matches data on the listing/sale, and amend as needed; such as additional bedrooms, baths, HVAC, etc.;

Pick up deeds and RP-5217 property transfers from Orleans County Real Property office in Albion once a month as needed, as well as other documents and tax map discs;

Provide the deeds and RP-5217s to the Assessor for initial review;

Print the MLS Realtor Full Report with photos for each sale, if available;
Enter property transfers into RPS after the Assessor has completed their initial review. Remove exemptions if necessary and generate removal notices;

After entering property transfers, provide the Assessor with deeds, RP-5217s, property record card folders, and any MLS print outs for their final review;

Maintain contact with Thomas Estates manufactured housing park manager Debbie Smith for periodic roster updates and amend files as needed for owners and exemptions. Maintain contact with Cindy Mull at the main location for tax bill and exemption questions;

Download tax maps when disc received in April of each year and verify splits and merges for accuracy;

Work closely with Building Inspector, enter building permits and keep log of current.

QUALIFICATIONS:

Resident of the Town of Clarendon;

Ability to communicate with the public in a professional manner.