



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Assessor Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Assessor	<b>Travel Required:</b>	No
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	4/ \$16.22/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	www.townofnewlebanon.com		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Assessor		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. General clerical duties including but not limited to answering phone and emails</li> <li>2. Data entry</li> <li>3. Electronic and Physical filing and scanning records</li> <li>4. Process exemptions and help taxpayers with real property tax forms</li> <li>5. Prepare and conduct field visits for data verification and building permits</li> <li>6. Conduct reassessment informal assessment review and pre-grievance meetings with tax payers</li> <li>7. Communicate with tax payers on assessment subjects</li> </ol>			
<b>Qualifications and Education Requirements</b> <p>Moderate knowledge of Real Property Tax Law and Procedures</p> <p>Moderate to advanced knowledge of the assessment calendar and exemption qualifications</p> <p>Ability to read Tax Maps</p> <p>Skills should include at minimum basic excel and word</p> <p>Must be able to maintain good public relations</p> <p>All requirements as per Civil Service regulations</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	