

ASSESSOR/ORDINANCE ASSISTANT (TOWN OF CHENANGO)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of complex clerical tasks in assisting the Assessor and Ordinance departments in the Town of Chenango. The incumbent performs duties related to both the Assessor's office and the Ordinance department, with specific duties varying with the needs of the department. Work is performed under the general supervision of the Assessor or the Building & Code Inspector, with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over lower level clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and responds to questions regarding Town ordinances, planning, zoning, grievances, exemptions, flood plains, storm water runoff and community rating system;

Compiles and processes payroll for the Assessor and the Ordinance department;

Receives, processes and properly directs complaints from residents;

Assists residents with applications pertaining to grievances, storm water runoff, community rating system and floodplains;

Prepares and maintains a variety of paperwork and reports relating to office operation;

Receives, reviews and processes applications for the construction or alteration of buildings and structures,

Receives, reviews and processes Zoning Board of Appeals and Planning Board applications;

Prepares agendas and meeting minutes for the Zoning Board of Appeals and Planning Board;

Receives and processes property transfer requests, splits and mergers, and detects and processes the correction of errors;

Receives and processes payment from residents for various transactions;

Prepare, organize and maintain fire inspection files;

Schedules appointments for the Assessor and Ordinance departments;

Assists with data collection information by entering findings into a computerized record system.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of the principles and practices of computerized records maintenance;
Good knowledge of modern methods used in record keeping;
Good knowledge of the specific laws, organizational rules, procedures, and policies of the Assessor and Ordinance departments;
Working knowledge of assessment and ordinance procedures;
Ability to analyze and organize data and prepare accurate records and reports;
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 perform close, detail work involving considerable visual effort and concentration;
Ability to articulate ideas and information effectively;
Ability to deal effectively with the public;
Ability to establish and maintain effective working relationships with others;
Accuracy;
Tact.

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 clerical experience in assessment and/or ordinance work, or in building construction work with familiarity of codes and ordinances; OR

B) Graduation from high school or possession of an equivalency diploma and three years of clerical experience in assessment and/or ordinance work, or in building construction work with familiarity of codes and ordinances; OR

C) An equivalent combination of training and experience as described in A) and B) above.