



**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/ \$18.00/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> Moderate knowledge of Real Property Tax Law and Procedures Moderate to advanced knowledge of the assessment calendar and exemption qualifications Ability to read Tax Maps Skills should include at minimum basic excel and word Must be able to maintain good public relations This position is subject to all applicable civil service rules.			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	