



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

Job Title:	Board of Assessment Review Clerk	Job Category:	Appointed
Department/Group:	Assessor/BAR	Travel Required:	No
Location:	Town Hall	Position Type:	Part-Time & Seasonal
Level/Starting Rate:	5/ \$18.00/hr		5 – 20 hours per year
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
<p>Role and Responsibilities</p> <p>The BAR Clerk receives and prepares any formal complaints, hearing minutes, decision documents and submissions for the Board of Assessment Review. As needed the clerk will complete 1 hour of training with the Town Assessor and Columbia County BAR training prior to the first meeting of the Board of Assessment Review.</p> <p>Duties include but are not limited to:</p> <ol style="list-style-type: none"> 1. The applicant must complete County BAR training and/or attend 1 hour document training session with the assessor as needed. 2. The applicant must complete all other training required by the town of New Lebanon including cybersecurity, sexual harassment and violence prevention. 3. The applicant must be available the Wednesday following the 4th Tuesday in May yearly. 4. The Clerk will be responsible for receiving all formal grievances (complaints) and documentation. 5. The Clerk will be responsible for copying and organizing all complaints and related documentation for submission to each member of the BAR for review at the Grievance Day Hearing. 6. The Clerk will record detailed minutes of the Grievance Day hearings as required by the State of New York. 7. The Clerk will provide the Assessor and the BAR Chairperson a preliminary copy of the Grievance Day Hearing minutes for review. The clerk will then prepare an official finalized copy of the minutes. 8. The clerk will attend the Bar deliberations and prepare RP_525 Forms for the BAR and mail a completed and signed copy of each determination to the complainant and their representative after the BAR deliberations. 9. The clerk will be responsible for finalizing and recording BAR responses on 524 forms. 			



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10. After Completion of deliberations The clerk will prepare a packet for submission to the Assessor which would include the following items;

- 1 completed copy of 524 with the BAR section filled out along with supporting documents.
- 1 copy of each 525 and any letters or communications the BAR may have had with the complainant.
- 1 notarized summary of assessment changes
- 1 copy of the official minutes.

Required knowledge skills and abilities

Knowledge of general document/minutes preparation.

Qualifications and Education Requirements

This position is subject to all applicable civil service rules.

		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	