



CITY OF BEACON
One Municipal Plaza
Beacon, NY 12508
845.838.5000
www.BeaconNY.gov

*****JOB ANNOUNCEMENT*****

The City of Beacon is accepting applications for **one (1) Part-time Assessor Aide in the Assessor Department.**

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of two years of college or business school or secretarial school;
OR: (B) Two years of full-time clerical work experience;
OR: (C) One year of full-time work experience in an office involved in the sale, transfer or evaluation of real property, such as real estate office, Assessor's Office or real property tax service agency;
OR: (D) An equivalent combination of training and experience.

PERFORMANCE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:

This is specialized clerical work involving the preparation and maintenance of assessment records under general supervision of the Assessor. An employee in this class is required to operate a computer terminal for entry and retrieval of information. The work involves the use of independent judgment and extensive contact with the public. Supervision may be exercised over the work of clerical assistants. The incumbent should have good knowledge of maintenance of real property assessment records; good knowledge of software packages to produce a variety of reports and for database management to track information; good knowledge of office terminology, procedures and equipment; ability to work independently; ability to get along well with others; ability to understand and follow oral and written instructions; tact; courtesy; and physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES:

- Assists Assessor in preparation and maintenance of assessment roll;
- Records changes and updates information files as necessary;
- Operates computer terminal for entry and retrieval of data;
- Ascertain the validity of applications for exemptions;
- Reviews forms for completeness and accuracy;
- Answers inquiries regarding assessments, tax rates and exemptions;
- Completes annual reports of assessments for the State;
- Assists public by providing information and explaining how to complete appropriate forms;
- Performs a variety of clerical tasks, including filing, operating office machines and unskilled typing;
- Does related work as required.

SALARY/HOURS: Starting at \$20.60 per hour; working twenty (20) hours per week (**Monday through Friday**).

APPLY AT: The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at HR@BeaconNY.gov

Applications are accepted until position is filled.

NOTE: This position is not subject to a Civil Service examination.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.