

JOB OPENING

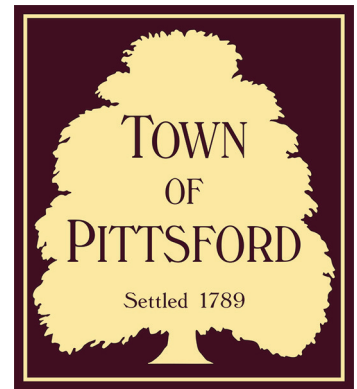
Assessor's Office

Position: **Assessment Clerk**

(Full-Time)

Posted: November 16, 2021

Deadline: December 16, 2021



The Town of Pittsford has an opening for the position listed above.

This position reports to the Town Assessor. This is important work involving responsibility for assisting the Assessor in managing, reporting, record keeping, communicating and other functions related to real property assessment in the Town. This person performs specialized and complex clerical work in the preparation and maintenance of records in the Assessor's Office. Excellent customer service required as is knowledge of **Microsoft Word and Excel**. Duties will require the updating of property record card including sketches from plans. Having working knowledge of **NYS Real Property Information System (RPS)** a major advantage. Ability to review exemption applications for compliance including income verification from financial statements. Skill to number and read tax maps. Must be a person who works well with both internal and external customers, from home owner's to other town departments, and State and County officials. This is a Civil Service position that requires a Civil Service exam for permanent appointment.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma, plus EITHER: (A) Four (4) years paid full-time or its part-time equivalent experience in an occupation involving bookkeeping, financial record keeping, assessment or property tax record keeping; OR, (B) Graduation from a regionally accredited or NYS registered college or university with an Associates degree or the completion of at least sixty (60) credit hours, plus two (2) years of experience as outlined in (A); OR, C) an equivalent combination of training and experience as defined by the limits of (A) and (B).

This position is Monday - Friday, 9:00 am - 5:00 pm, 35 hours per week. Salary starts at \$20.89 per hour.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)