

## **NOTICE OF UPCOMING JOB VACANCY**

TITLE: Administrative Aide- Assessor

DEPARTMENT: Assessor's Office

NUMBER OF VACANCIES: One (1) Provisional/Open Competitive

PAY RANGE: Grade 12 \$33,246.30/yr to \$47,593.18/yr. (\$18.2672 to \$26.1501/hr)

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the details of office management in the City Assessor's Department. The Administrative Aide assists the Assessor by coordinating and performing office services, performing clerical duties as required, training clerical staff as well as acting as a liaison between the Assessor and other staff members in matters pertaining to the department's central administrative coordination. Direct supervision is received by the Assessor. The Administrative Aide- Assessor performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Accepts and processes all real property tax exemptions. Assists with decisions for qualification and develops audit trial for tax exemptions;

Assists Assessor with preparing and administering annual budget;

Maintains all purchases for department and monitors department's expenditures;

Assists Assessor in valuation of real property for tax purposes;

Makes administrative decisions in absence of Assessor;

Prepares correspondence and items for City Council agenda;

Processes tax map splits/merges;

Answers telephone inquiries

### **MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Business Administration or related field and three (3) years of general clerical experience

OR

(B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of general clerical experience

Note: Additional experience beyond five (5) years cannot be substituted for a high school graduation. Additional education beyond an Associate's degree cannot be substituted for the three (3) years' experience.

Special Requirements: Eligibles must possess a New York State driver's license at the time of appointment.

SUBMISSION OF INFORMATION: SEND APPLICATIONS OR RESUMES TO: Human Resources, Room 17 or Karen.bush@niagarafallsny.gov

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS. Sept 17, 2021-Oct, 2021**