

NOTICE OF JOB VACANCY

TITLE: Senior Assessor's Data Clerk

DEPARTMENT: Assessor's Office

NUMBER OF VACANCIES: One (1) Provisional

PAY RANGE: Grade 10 \$31,727.15/yr to \$45,556.60/yr. (\$17.43 to \$25.03/hr)
(With longevity increments when applicable)

ELIGIBILITY: All City Employees who meet the minimum qualifications and are a Grade 3+
& Open Competitive

RESIDENCY: Must be a resident of the City of Niagara Falls, NY within 6 months of appointment

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsible coordination of the New York State Office of Real Property Services Version 4 Software and clerical tasks in the City Assessor's Office. The incumbent coordinates all assessment data entry information for input through a computer terminal and performs the various tasks inherent in Real Property Services Version 4 Software. Direct supervision is received from the City Assessor. The Senior Assessor's Data Clerk performs related work as required. Subordinates, such as Junior Account Clerks. The Account Clerk performs related work as required.

MINIMUM QUALIFICATIONS: EITHER

(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 experience as defined in (A).

Note: Additional experience beyond five (5) years cannot be substituted for high school graduation. Two (2) years experience is required; additional education beyond an Associate's degree cannot be substituted for the two (2) years experience.

SPECIAL REQUIREMENT:

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