

Part-time Assessor's Clerk , Town of Deerpark, Orange County NY

Brief Job Description:

Entry level position involving routine clerical tasks performed in accordance with established policies and procedures under the supervision of the Assessor. Specific duties vary with the needs of the department. General knowledge of office practices, equipment and computer; ability to understand and carry out oral and written directions; clerical aptitude, and accuracy is required. Using working knowledge of Microsoft Word and Excel and internet. Assist in all aspects of preparation of annual assessments rolls and exemption forms. Demonstrate readiness to learn principles and practices of real property valuation and assessment to complete related work as required. Good organizational, mathematical and computer skills, communication and public relations skills required.

Minimum qualifications:

Graduation from high school or the possession of a high school equivalency diploma.

Deadline to apply:

Open until position is filled. Interested applicants may submit resume and application directly to the town clerk's office, 420 Route 209, Huguenot, NY 12746 or via email to flostc@aol.com