

TOWN OF WARRENSBURG

NOTICE OF VACANCY

ASSESSORS CLERK

The Town of Warrensburg is seeking an organized and professional individual to fill the position of Assessor's clerk. This position is an excellent opportunity for someone with strong organizational, data entry, computer and communication skills. The ideal candidate will be able to perform a variety of administrative and clerical duties while supporting the operations of the Assessor's office.

Key Responsibilities:

- Perform administrative, clerical and record-keeping tasks to support the Assessor's office.
- Handle inquiries and complaints in a respectful and effective manner.
- Assist with maintaining accurate property records and assessing documentation.
- Assist the Assessor in matters relating to public relations, including fielding complaints and grievances; Answer all phone inquiries by realtors, assessors and the public regarding assessment information and Real Property Tax Law information regarding assessment administration.
- Confer with taxpayers and assessors to explain factors used in determining valuation, including the use of tax maps, subdivision maps and deed descriptions.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience working with real property assessment records, real estate values or title searching techniques; or
- B) Two (2) years of experience as defined in (A).

The Town of Warrensburg is an equal opportunity employer and is committed to creating a diverse and inclusive workplace.

How to Apply: Please submit your **letter of interest** and **resume to Kevin Geraghty, Supervisor at: Town of Warrensburg** 3797 Main Street, Warrensburg NY 12885