

Office Assistant/Deputy Assessor

- Maintains tax roll
- Processes tax billings, collection and grievances
- May seek advisory services in determining values of certain parcels, including communication with attorneys
- Prepares all documents for hearings of the Board of Assessment Review
- Prepares reports of assessment activities as required and files with appropriate agencies, institutions
- Reviews and makes determinations with respect to applications for tax exemptions
- Posts data to various office records, prepares and types reports based on data and arithmetical computations
- Responsible for certificate of occupancy searches and related billings
- Assists in financial recordkeeping for the village; payroll, accounts payable, treasury
 - Enters data in computerized software applications
 - Financial software system(s)
 - Facility software system(s)
 - Benefit software system(s)
 - New York State software system(s)
 - Other software system(s) as assigned
- Coordinates with the accountants & auditors to prepare information requested
- Reviews content for accuracy, procedural, regulatory, policy and General Municipal Law compliance
- Able to prepare, review, analyze and maintain reports, spreadsheets, documents
- Able to perform and review mathematical computations with accuracy
- Uses word processing software to type and prepare letters, emails and other official correspondence
- Used Microsoft Excel software to track financial information
- Answers stakeholder questions regarding village and departmental procedure
- Maintains departmental schedules, ordering and inventory needs
- Maintains a filing system of village records and correspondence in accordance with the 'Retention and Disposition Schedule for New York Local Government Records'
- Answers departmental phones and responds to email inquiries
- Responsible for mailing machine and bulk mailing permit
- Opens and sorts all incoming mail
- Makes copies/scans on copier machine
- May serve as receptionist
- Other duties as assigned

Qualifications

- Graduation from high school and
 - Two years of satisfactory full-time paid experience in an occupation involving the valuation of real property and/or,
 - Three years of satisfactory full-time paid experience in performing clerical duties in a financial setting
- Graduation from a four year accredited college with a Bachelor's degree in a business or related field.
- Proficiency in Microsoft Excel and Word or related software
- Preferably knowledge of NYS Assessor's Manual and NYS Real Property Tax Law

Village Hall office hours: Monday – Friday 9:00 a.m. to 4:30 p.m.

This position offers an excellent comprehensive benefits package and competitive salary. For immediate consideration, please email resume to humanresources@villageofeasthills.org