

Full Time Assessment Clerk

The Town of Parma is accepting applications for the position of Assessment Clerk. Applications are being accepted at the Parma Town Clerk's Office , 1300 Hilton Parma Corners Road, Hilton, New York 14468, between the hours of 9:00am – 3:00pm, Monday – Friday until November 5th, 2021.

Job Requirements are:

Excellent Customer Service, Input of Assessments, Address new properties, Update and Manage Town wide sales data, Update and Manage property record cards, Drawing house layout from blueprints, Reading and Understanding property deeds, Maintain property tax maps, Managing property Splits and Merges, Manage new Sub-Divisions when filed with the County, Enter and Manage all Property exemptions, Excellent knowledge of using and generating EXCEL spreadsheets, Excellent typing skills.