**Assessor Trainee – anticipated start date of January 2020.** The Town of Alden is seeking an Assessor Trainee to assist the Town Assessor in the preparation to Assessment Rolls and property record maintenance. The Town will provide necessary training for the successful candidate to attain certification as a Sole Assessor. This position is part time, (19 hrs/week), Alden residency is preferred. Position duties include:

* Enters new assessments and changes in assessments on computer and on various other records;
* Checks changes on assessment maps;
* Assists with the apportionment of property;
* Assists in the field check of measurement and improvement of property;
* Assists in computing land and improvement valuations;
* Prepares and summarizes assessment data;
* Checks accuracy of total and special district assessments;
* Answers requests for information concerning assessments, inventory and land locations;
* Assists with the compilation of information for board of review and reports for the County and the State;
* Records board of review decisions;
* Accepts and evaluates various applications for exemptions.

**MINIMUM QUALIFICATIONS**:  Candidates must be a college graduate, possess strong computer knowledge and skills, particularly in Microsoft Office and data base administration. Additionally, candidate should have strong math skills, customer service skills

Interested candidates should send resume to: Assessor Trainee, c/o Town of Alden Supervisor, Alden Town Hall, 3311 Wende Road, Alden, New York 14004. Application deadline: December 1, 2019.