



**City of Port Jervis**  
**20 Hammond Street**  
**Port Jervis, NY 12271**

**Notice of Vacancy**

**Title:** Full-Time Assessors Clerk

**Vacancy No:** 2503

**Application Deadline:** May 8, 2025

**Appointment Effective:** At the completion of interviews, selection, and offer acceptance.

**Type of Appointment to Be Made:** Temporary-provisional, appointee must pass Civil Service Exam

**Salary:** \$25.00/Hour

**PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:**

The work involves specialized clerical duties involving maintenance and updating of annual assessment rolls and frequent contact with the public. A general understanding of the total operations of the Assessor's Office. Work is performed under the general supervision of the Assessor with leeway for the exercise of independent judgement in performance of assigned duties. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a senior high school or possession of a high school equivalency diploma and:

- (a) Six (6) months experience in an Assessor's Office; or
- (b) One (1) year office clerical experience in drafting, real estate or related office involving the identification or valuation of real property; or
- (c) Two (2) years clerical work experience

Knowledge of Microsoft Office is essential for this position.

**Benefits:** As per contract between the City of Port Jervis and CSEA, Local 1000 AFSCME, AFL-CIO.

Person(s) interested in applying for the above position are to submit via email a Civil Service application and resume to: [assessor@portjevisny.gov](mailto:assessor@portjevisny.gov). An interested applicant can also submit it to the address below.

Heather Marino, Assessor  
City of Port Jervis Assessor's Office  
PO Box 1002  
Port Jervis, NY 12771

City of Port Jervis Approval: The above-described position is hereby approved and funded and notice of such vacancy is to be posted in all buildings in the Port Jervis City Hall on upon approval.

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Dominic Cicalese  
Mayor

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**The City of Port Jervis is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status**