

ASSISTANT ASSESSOR

MINIMUM QUALIFICATIONS: Either:

1. Possession of an Associate's Degree, or higher AND six (6) months full-time paid, or its part-time equivalent, experience\* in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like.
2. Graduation from high school or possession of an accredited high school equivalency diploma AND one (1) year of full-time paid experience\*, or its part-time equivalent, as described in (1) above.

\*NOTE: Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks: collection and recording of property inventory data, preparation of comparable sales analysis reports, preparation of signed valuation or appraisal estimates or reports using cost, income, or market data approaches to value.

It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and samples of finished products.

NON-QUALIFYING EXPERIENCE: Listing of real property for potential sale, or preparation of asking prices for real estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience; or

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Candidate must receive Certification by the Office of Real Property Tax Service as a Candidate for Assessor.

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Assessor in the preparation of real property assessment by collecting and analyzing data to determine the assessment of real property. Supervision is exercised over the work of appraisal and clerical support staff. Candidate must receive Certification by the Office of Real Property Tax Service as a candidate for Assessor. Does related work as required.

ASSISTANT ASSESSOR

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages the daily activities of the Department;  
Assists with the annual valuation and re-valuation each parcel of real property;  
Prepares, analyzes, and summarizes assessment data;  
Utilizes and maintains current tax maps, electronic records, and appraisal cards;  
Maintains data management and ensures proper back-ups are done;  
Attends the public examination of the tentative assessment roll;  
Receives assessment complaints;  
Addresses tax issues relating to parcels being split or merged;  
Reviews applications for tax exemptions and makes determinations;  
Studies market trends of rent, mortgages, sales and/or construction costs;  
Assists the public with assessment and valuation questions;  
Compiles information for Board of Review and reports for the County and the State;  
Trains and oversees the work of appraisal staff;  
Attends meetings with boards, committees and agencies as needed;  
May attend Board of Assessment Review hearings;  
Represents the Assessor at meetings;  
May be appointed as Acting Assessor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of real property appraisal and assessment; knowledge of real property tax laws and judicial and administrative criteria governing valuation of real property; knowledge of deeds and related property instruments and the ability to understand them relative to the valuation process; ability to effectively utilize and explain the use of tax maps and other valuation tools; ability to make mathematical computations; ability to plan, assign and supervise the work of staff and clerical support employees; ability to establish and maintain effective public relations; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

APPROVED: DECEMBER 22, 2022

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

PJC – Pending Jurisdictional Classification by NYS Civil Service Commission