

ASSESSMENT AIDE P/T (S)

Department: Assessor

Classification: Non-Competitive

Specification Number: 1360

Approved: 12/7/21

Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State.

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, an employee in this class performs elementary field and office work in assembling data for the assessment of real property. Little independent judgment and few independent actions are required. Assignments are received with specific instructions until routine duties are learned and supervision is provided by a Senior Assessment Assistant. Does related work as required.

TYPICAL WORK ACTIVITIES

Assembles data on real property and prepares it for review;

Assists in the inspection of real property, making sketches and taking notes on findings;

Assists the public with inquiries and procedures of the office;

Performs general office work consisting of filing, tracing maps and layouts, revising assessment cards;

Operates standard office machines such as desk calculators;

Assists higher level technical staff in compiling comparable sales data work-ups for grievance and/or

Small Claims proceedings in response to taxpayer grievances.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Ability to make mathematical computations quickly and accurately; ability to draw simple sketches, maps and plans, ability to maintain records and retrieve pertinent data; ability to understand and follow oral and written instructions; ability to communicate clearly and politely with the public.