

DEPUTY ASSESSOR

Department: Assessor

Classification: Non-Competitive (Pending Jurisdictional Classification)

Specification Number: 1310

Approved: 9/14/21

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

a) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, and three (3) years of experience as a real estate appraiser, real estate assessor, real estate broker or real estate developer; or,

b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and seven (7) years of experience as a real estate appraiser, real estate assessor, real estate broker or real estate developer; or,

c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

NECESSARY SPECIAL REQUIREMENT

Candidates must complete a basic formal training course prescribed by the New York State Board of Equalization and Assessment during the first year in office.

DISTINGUISHING FEATURES OF THE CLASS

The Deputy Town Assessor acts for, and on behalf of, the Town Assessor at all times. An employee in this class is responsible for coordinating field and office functions to properly evaluate real property within a town for tax assessment purposes. The incumbent plans, assigns, reviews and supervises the collection and processing of data relating to real property evaluation. Considerable discretion is exercised in meeting ordinary problems of the unit within established laws, rules and regulations. Minimal direction is received from the Town Assessor who reviews work for the attainment of desired results by observation of work performed and through conferences. Does related work as required.

TYPICAL WORK ACTIVITIES

Acts for and in place of the Town Assessor, and exercises the powers and responsibilities of the Town Assessor;

Inspects real property to determine evaluation for tax purposes; fixes assessment on buildings and land; Maintains continuous check on assessment records for accuracy and validity in order to keep abreast of new construction and other changes affecting property values;

Supervises the work of employees and participates in the preparation and compilation of assessment rolls;

Effects transfers and apportionment of properties, attends appeals hearing and acts on evaluation complaints; hears and considers oral and written complaints; explains status of assessment program for taxpayers.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of real property appraisal techniques including complex commercial, industrial and private properties; thorough knowledge of modern methods, principles, and practices in real property appraisal and assessment; thorough knowledge of laws and regulations effective in a town governing evaluation of real estate for tax assessment purposes as well as the judicial and administrative interpretation related to these; ability to conduct individual economic and valuation research; ability to plan, assign and supervise work of employees in a manner conducive to full performance and high morale; ability to establish and maintain effective public relations; physical condition commensurate with the demands of the position.