

MEMBERS OF BOARD OF ASSESSORS

Department: Assessor
Classification: Unclassified
Specification Number: 1390
Approved: 11/4/21
Revised: By JG

MINIMUM QUALIFICATIONS

These titles are in the unclassified service therefore there are no minimum qualification required, however Members of the Board must be a Town of Babylon resident.

DISTINGUISHING FEATURES OF THE CLASS

Members of the Board make up the hearing body for Town tax payers who seek to file grievances regarding the assessment value placed on their property. These positions are appointed by the Town Board for a five-year term of office.

TYPICAL WORK ACTIVITIES

- Conducts assessment review property hearings annually.**
- Obtains all facts and apply all appropriate laws to the facts in a fair and judicious matter.**
- Administers oaths and questions complainants or their representatives and/or the Assessor.**
- Makes decisions to accept or deny taxpayer's grievance.**
- Sets new assessments on a property after accepting a grievance.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

General knowledge of property values in the community; general understanding of definitions, fundamentals, and basic knowledge about which real property is subject to taxation; basic knowledge of how property should be assessed; basic knowledge of the methods of valuing real property; possession of a judicial temperament, patience and tact to provide fair hearings and decisions.