

ASSESSMENT ASSISTANT

Department: Assessor
Classification: Competitive
Specification Number: 1370
Approved: 12/7/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience in an occupation involving the valuation of real property.

NOTE: Relevant additional education beyond high school from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year-for-year basis.

PROMOTIONAL

Three (3) years of permanent competitive status as an Assessment Aide.

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

An employee in this class performs specialized field and office work in the collection and evaluation of data for assessing real property. The incumbent obtains physical descriptions of land and structures, and records this information on field cards for tax assessment purposes. Work is performed according to prescribed procedures and methods and requires the exercise of some technical judgment. Assignments are checked for completeness and accuracy by a Senior Assessment Assistant. Responsibility is included for preparing work-ups for grievance and/or Small Claims proceedings in response to grievances filed by taxpayers. Does related work as required.

TYPICAL WORK ACTIVITIES

- Evaluates all types of real estate, reviews and analyzes appraisals and makes preliminary reports;
- Gathers or directs the gathering of comparable sales data for grievance and/or Small Claims proceedings work-ups in response to taxpayer grievances, and chooses appropriate properties in support of assessed valuation of subject properties;
- May represent the Assessor's Office at grievance and/or Small Claims hearings.
- Makes physical inspection of land and structures;
- Measures dimensions of buildings;
- Measures unimproved property for identification purposes;
- Makes rough sketches of bounds of property and structures situated within;
- Transfers information gained in the field to individual assessment cards;
- Assists property owners seeking information concerning assessments and property locations;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of modern principles and practices of real property assessment; some knowledge of real property valuation; ability to read deeds and maps for locating property; ability to draw simple sketches, maps and plans; ability to make arithmetical computations with speed and accuracy; ability to maintain records and prepare reports; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.