

# SENIOR ASSESSMENT ASSISTANT

**Department:** Assessor  
**Classification:** Competitive  
**Specification Number:** 1380  
**Approved:** 12/7/21  
**Revised:** By JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Five (5) 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 may be substituted for experience on a year-for-year basis up to a limit of four (4) years.

### *PROMOTIONAL*

Two (2) years of permanent competitive status as an Assessment Assistant.

## NECESSARY SPECIAL REQUIREMENTS

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 supervises and participates in the collection and evaluation of data for assessing real property. The incumbent sets up and maintains reference files to be used in subsequent assessments and is personally responsible for making field evaluations of the more difficult structures or on complaint cases. Work involves scheduling the daily work-load of Assessment Assistants and reviewing their work through inspections and by review of appraisals and reports. Responsibility is included for supervising and participating in preparing work-ups for grievance and/or Small Claims proceedings in response to grievances filed by taxpayers. Work is performed under the direction of the Assessor, and is reviewed for conformance to departmental policies and standards. Does related work as required.

## TYPICAL WORK ACTIVITIES

Plans, assigns and reviews the work of Assessment Assistants engaged in making physical inspections, reviewing appraisals, and measuring land and structures for assessment purposes;  
Makes physical inspections on the more difficult structures and on complaint cases for the purpose of assessing;  
Sets up and maintains reference files on assessments to be used as a guide in future assessments;  
Gathers or directs the gathering of comparable sales data work-ups for grievance and/or Small Claims proceedings 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.  
Answers questions brought by property owners on the nature and characteristics of their property, and on the methods and procedures used in the determination of assessed valuation.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of modern principles and practices of real property assessment; good knowledge of real property values in relation to specific areas; good knowledge of office methods, practices and techniques; good knowledge of effective supervisory techniques; ability to read deeds and maps for locating property; ability to make mental computations with speed and accuracy; ability to maintain records and prepare reports; ability to plan, assign, train and supervise the activities of employees in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.