

## ASSESSMENT INFORMATION SUPERVISOR

Code No: 3-18-226

### COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for supervising the operation of obtaining, compiling and transferring data used in making real property valuations. Employees of this class may either supervise a staff in the measuring and recording of the dimensions of a residential home or in the transferal of information from the town's records to data cards for data processing purposes. Work is performed under the general supervision from a Town Assessor. General supervision is exercised over seasonal employees. Does related work as required.

#### TYPICAL WORK ACTIVITIES:

Supervises operations and observes subordinate staff;

Trains the staff in the measuring of homes, the gathering of pertinent information and the transferring of data from records to data cards for valuation estimates;

Plans and schedules the daily work assignments of the staff;

Coordinates and routes the homes to be measured;

Receives the data collected after the measuring of residential homes and checks for completion and accuracy;

May perform the function of measuring homes in the town and collecting information as required.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the method used for measuring residential homes for the purpose of real property appraisals; working knowledge of the geography and topography of the town; working knowledge of property measurement instruments; ability to communicate oral instructions clearly; ability to maintain effective working relationships with others; ability to deal effectively with the public; good judgement; accuracy; thoroughness; health commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; OR,

(B) Two years of paid full-time or its part-time equivalent experience working in an office having contact with the public.

NOTE: Assessment Information Supervisors must complete a basic course of training prescribed by the State Board of Equilization and Assessment.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 14, 1984