

## ASSISTANT ASSESSOR

Code No.: 6-08-049  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important position responsible for assisting the Assessor with a variety of duties involving valuation and assessment determinations of real property within a town. This employee performs appraisals on designated parcels of land and conducts field inspections on buildings under construction as mandated in the New York State Real Property Tax Law. In the absence of the Assessor, the Assistant Assessor assumes his duties as the Acting Assessor. Work is performed under direct supervision from the Assessor. Direct supervision may be exercised over clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.):

Assists the Town Assessor in the valuation of real estate for assessment purposes;

Performs field inspections to inventory the components of building construction in order to determine assessment values for properties;

Assists the Town Assessor in developing and maintaining computerized databases, spreadsheets, mail merge and sale files on the Town's computer;

Provides assessment information to the general public;

Abstracts ownership of title of property and informs government agencies of current ownership;

Determines boundaries, account number, legal descriptions and addresses from various maps used by the Town;

Performs duties of Acting Assessor in the absence of the Assessor;

Assists in the preparation of a tentative and final assessment roll;

Prepares factual and analytical reports as requested by the Town Assessor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND**

**PERSONAL CHARACTERISTICS:** Good knowledge of the New York State Real Property Tax Law and its application in assessment practice including exemption eligibility requirements and application of exemptions to assessments; good knowledge of current assessment practices; Good knowledge of financial record keeping; working knowledge of computer applications including databases, spreadsheets and word processing; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; working knowledge of the New York State Real Property Information System and its function; ability to use office machines including but not limited to calculators, computers, typewriters and copiers; ability to learn modern principles and practices of residential and commercial real property appraisal for assessment purposes; ability to prepare factual and analytical reports; ability to read basic building drawings and survey maps; ability to plan and supervise the work of clerical and support staff; ability to deal well with the general public and governmental agencies; ability to communicate effectively, both orally and in writing ; ability to draw building sketches clearly and correctly; integrity; sound judgement; tact; physical condition commensurate with the demands of the position.

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

- (A) Four (4) years paid full-time or its part-time equivalent experience in assessment or property tax record keeping, property value determination or real estate brokerage; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of experience as described in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Possession of a valid Class \*5\* Operator's license at the time of appointment.

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:** May 29, 1986

Reviewed 2/10/87