

ASSESSMENT ASSISTANT

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 an Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Evaluates real estate, reviews and analyzes appraisals and makes preliminary reports;

May make physical inspection of land and structures;

Performs general assessment office duties and specialized work in a particular area;

Operates terminal to update the data management file for commercial and residential properties including data on inventory of property sales information;

Operates terminal to update land-base file with new information on ownership, exemptions, zone changes, apportionments and consolidations;

Explains grievance procedures to taxpayers, accepts application forms and enters decision on terminal;

Enters sales validation figures on terminal to maintain current market price of real property;

Transfers information gained in the field to individual assessment cards;

Assists property owners seeking information concerning assessments and property locations.

ASSESSMENT ASSISTANT**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of modern principles and practices of real property assessment; good knowledge of clerical requirements of the New York State Property Information System; 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; and ability to deal courteously and effectively with the public.

MINIMUM QUALIFICATIONS: Three (3) years of clerical experience in an assessment office.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised in Classplan: 10/5/2022