

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll. Work is performed under the general direction of the municipality's legislative body and/or the appointing authority. Supervision is exercised over the work of appraisal and clerical staff.

Advisory service is available from the County Director of Real Property Tax Services and the State Board of Equalization and Assessment.

TYPICAL WORK ACTIVITIES:

Annually values and revalues each parcel of real property; Utilizes and maintains current tax maps and appraisal cards;

May seek county advisory services in determining values of certain parcels;

Attends all hearings of the Board of Assessment Review;

Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;

Appoints and trains an acting Assessor to perform as needed; Attends the public examination of the tentative assessment roll at times prescribed by law;

Receives complaints filed and transmits them to the Board of Assessment Review;

Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;

Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;

Supervises and trains appraisal staff members in the technique of appraisal and assessment;

Reviews and makes determination with respect to applications for tax exemptions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of making an appraisal of types of real property which are regularly sold; good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of residential and commercial building construction methods, materials and their costs; good knowledge of laws governing the valuation and assessment of real property; good knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; ability to plan, work and supervise the work of others; integrity; tact; courtesy; and good judgment.

MINIMUM QUALIFICATIONS:

Candidates for appointment as an Assessor must meet the minimum qualifications set in Part 8188 of Title 20 of the Official Compilation of Codes, Rules, and Regulations of the State of New York, as set by the New York State Board of Real Property Tax Services (copy attached).