

## **ASSISTANT ASSESSOR**

**246-B**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the Assessor in placing a valuation on each parcel of real property in a jurisdiction and in preparing the annual assessment roll. The work is performed under the general supervision of the Assessor with a considerable degree of independence permitted for the exercise of judgment in carrying out assigned duties in accordance with established policies and procedures. Supervision is exercised over the work of subordinate clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists the Assessor in the annual valuation or revaluation of each parcel of real property;

Maintains file data information for computer-assigned real property appraisal system;

Assists in the review and determinations of requests for tax exemptions;

Assists the Assessor in the maintenance of appraisal cards;

Trains and supervises the work of clerical assistants;

Provides information on the real property tax law, assessment practices, exemption requirements and tax rates to taxpayers and others;

Makes calculations from scaled drawings and records information on property cards;

May attend hearings of the Board of Assessment Review as required by the Assessor;

Attends public examination of tentative assessment roll at times prescribed by law, at the request of the Assessor.

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

**CHARACTERISTICS:** Good knowledge of methods used in appraising all types of real property including industrial and commercial properties; good knowledge of the theory,

principles and practices of real property valuation and assessment; working knowledge of residential and commercial building construction methods, materials and costs; good knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and other real property records; ability to make and check arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with others; and ability to train and supervise clerical workers in department operations.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and one year of full-time experience in an occupation involving the valuation of real property such as assessor, appraiser, real estate broker, valuation data manager, or real property appraisal aide; or
- (B) Three years of full-time experience in an occupation involving the valuation of real property such as assessor, appraiser, real estate broker, valuation data manager, or real property appraisal aide; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
- (D) **NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

---

L:\CLASPLAN\Assistant Assessor.wpd  
Last Reviewed: 3/11/03  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised in Classplan: 10/5/2022  
Revised and Replaced in Classplan: 9/30/2024 (Edu)