

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing a variety of sub-professional tasks in the administration of the County real property valuation and tax administration program. Incumbent provides assistance and services to local assessors and the public, including but not limited to providing information on assessments, exemptions, deed references and tax rates; and assisting assessors in the preparation of assessment rolls. Work is performed under general supervision with leeway allowed for the exercise of independent judgment in carrying out the details of work assignments. Assistance may be provided to subordinate clerical employees.

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.*

Assists town assessors by demonstrating proper methods and procedures for maintaining or updating assessment records and reports;

Confers with the general public, government officials and town assessors on appraisal and assessment records;

Enters data into Real Property System software;

Receives, catalogs and enters all requests from escrow agents for transmittal of tax bills to comply with Real Property Tax Law;

Assists Deputy Director in preparation of exemption reports and other reports relating to property valuation;

May assist in training subordinate clerical employees in a variety of record-keeping tasks;

Attends relevant training classes;

Performs clerical duties such as mail distribution, filing, correspondence and answering telephone

inquiries, general office bookkeeping and purchasing;

Prints maps using GIS software;

Assists customers as needed;

Uses computer applications or other automated systems such as spreadsheets, word processors,

calendars, e-mail and database software in performing work assignments;

Performs other duties as required.

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

**TERISTICS:** Good knowledge of office terminology, procedures and equipment, business arithmetic and English; working knowledge of building methods and real property values; working knowledge of modern property assessment methods; ability to read and understand deeds, surveys and tax maps, ability to read and understand Real Property Tax Law and documents of a legal nature relating to real property valuation and assessment administration; ability to use Microsoft office products; ability to collect and record property valuation and exemption information from a variety of sources; able to interact with the public; good judgment; and resourcefulness.

**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 an Associate's Degree or higher including at least nine (9) credits in courses related to GIS; land surveying; real estate; engineering; architecture or a related field; or

(B) Graduation from High School or possession of an equivalency diploma, and two (2) years of technical or clerical experience with a real estate office, mortgage company, title company, engineering firm, architectural firm, land surveyor or governmental agency that involves familiarity with real property assessment procedures, real estate, or title searching procedures; or

(C) Three (3) years of experience as described in (B) above.

**NOTE:** Completion of related college coursework may be substituted for experience on a basis of three credits being equivalent to three months of required experience up to a maximum of one year of equivalent experience.

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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 on 1/13/09

12.1.10 – Removed from Y:Classplan – Position abolished as of Res. 324-08

Replaced in Classplan on 1/19/18 as per Res. 3-18

Revised and Replaced in Classplan: 3/2/2023