

**VILLAGE ASSESSOR**

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for determining valuations for assessment of real and personal property within the village, subject to general supervision of the Board of Trustees.

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.*

Visits properties, estimates values, and ascertains boundaries;

Prepares field book which is a record of all properties, names of owners, boundaries, description of properties and valuations in village;

Participates in preparation of assessment roll;

Attends grievance day hearings and decides on complaints received regarding valuations;

Participates in preparation and filing of completed tax book.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern real and personal property assessment principles and practices; some knowledge of building construction practices and costs of construction, of the values of construction material, machinery, and plant equipment, and of local business conditions; ability to do independent financial and valuation research; high degree of integrity; and good judgment.

MINIMUM QUALIFICATIONS: Either:

(A) Two (2) years of experience in the valuation of buildings, land, equipment, and machinery and completion of a standard high school course; or

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(B) any equivalent combination of experience and training sufficient to indicate ability to do the work.

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Last Reviewed:  
Jurisdictional Class: Non-Competitive  
Public Hearing:  
NYS Civil Service Commission Approval:

Retyped into Microsoft Word on 6/9/04  
Revised and Replaced in Classplan: 4/4/2023