

ASSESSMENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Assessor, this position performs specialized clerical work and undertakes fieldwork assignments to gather information for Assessment records. The duties are related to the recordkeeping of assessment records, including data for assessment roll and annual Assessor's Report for County and State compliance. In addition, this position involves interviewing property owners, measuring and inspecting property to obtain data used in the development of real property records. The work in the field is performed under direct supervision of the Assessor and/or Real Property Appraiser. This is an entry-level position within the Assessment Department and differs from the Assessment Assistant, in that both specialized clerical and fieldwork duties are part of the position. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists Assessment Clerk with the maintenance of data for preparation of assessment roll, Assessor's Annual report, etc.;

Records changes and updates information files as necessary (i.e.: Assessment Record card);

Operates a computer terminal for entry and retrieval of data related to assessment records;

Assists with the review and verification of applications for exemptions submitted to Assessor's Office;

Maintains ledger outlining exemption status, renewals, and cancellations;

Reviews and records deed information;

Corrects data on deed form and submits corrections to State Division of Equalization and Assessment;

Calculates residential assessment ratios;

Assists Assessor and/or Real Property Appraiser in the field;

Measures property and structures and computes square footage of buildings;

Interviews property owners to ascertain information pertaining to property;

Inspects property to confirm and expand upon information developed in interview;

Records the physical features of properties on assessment record card;

Assists the public with basic information regarding assessments, both at counter and telephone

Prepares correspondence, memos and reports for Assessor;

Maintains office files;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office terminology, procedures and equipment; working knowledge of business math; ability to acquire a working knowledge of property assessment methods; ability to learn to operate a data entry terminal; ability to measure buildings and real property; ability to compute building areas based on measurements; ability to collect information through interview; ability to prepare simple written reports; ability to make simple sketches; ability to understand and follow oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact and courtesy in dealing with the public; reliability; good judgment; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical work experience, including or supplemented by six (6) months of experience where the primary function of the position was the maintenance of assessment records, the appraisal or sale of real estate, title searching, or a combination of experience in any of those areas.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for the one (1) year of work experience described above, but there is no substitution for the six months of specialized experience cited above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.