

ASSESSMENT ASSISTANT

GENERAL STATEMENT OF DUTIES: Gathers data pertaining to real properties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the municipal Assessor and/or Real Property Appraiser, incumbents of this position perform non-professional duties in gathering information and details about real properties for presentation. Incumbents may make sketches of properties, perform field inspections, make preliminary appraisals and prepare written reports on properties. Incumbents of this class assist the Assessor and/or Real Property Appraiser, whose responsibility it is to determine final property appraisals, in making appraisals of real property. Supervision is not a function of this class.

EXAMPLES OF WORK: (Illustrative Only)

Performs field inspection of real property, in order to verify and/or up-date existing assessment records (i.e. size of plot, number of stories, number of rooms, etc.);

Questions property owners re: real property details (i.e. number of bathrooms, finished playroom, etc.);

Prepares written reports of field inspection for use by the municipal Assessor and/or Real Property Appraiser;

Assists the Assessor and/or the Real Property Appraiser with appraisals of real property;

Checks assessment records for verification of information obtained (i.e. checks building plans, recorded measurements, validation of mathematical computations, etc.);

Prepares rough/simple sketches of property details, i.e.; site locations, building structure, decks, garages, patios, etc.;

Takes measurements of buildings and other structures;

Compares computer input information against data obtained in field;

May answer questions at a counter or over the phone regarding real property, assessments and land locations;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the field of real estate and assessment; ability to read, comprehend and make simple sketches, maps and plans; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to perform arithmetic calculations; ability to take measurements of real property; ability to understand and carry out oral and written directions; ability to prepare simple written reports; ability to deal effectively and cooperatively with the public; good powers of observation; accuracy; neatness; tact; diplomacy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: (a) two years of business experience, one year of which shall have been in the area of real estate, title searching or assessment records; or (b) possession of 60 college credits at a recognized college or university; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.