

ASSESSMENT ASSISTANT

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, working primarily in the field, 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. Does related work as required.

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: Working knowledge of 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 collect information through interview; 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; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; accuracy; neatness; tact and courtesy in dealing with the public; good judgment; 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 two (2) years of work experience, including or supplemented by one (1) year 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 on a year for year basis for the two (2) years of work experience described above. There is no substitution for the one year of specialized experience described 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.

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