

DEPUTY TOWN ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Town Assessor, assists in determining valuations for assessment purposes of real property within the town and assists with the preparation of the town assessment roll. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Visits properties, estimates values, and ascertains boundaries;

Assists Town Assessor in the preparation of the field book, the record of all town properties, and valuations in town;

Assists Town Assessor in the preparation of assessment roll;

Assists Town Assessor in the preparation and filing of completed tax book;

Assists Town Assessor in preparation and filing of Annual Report;

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern real property assessment principles, practices and costs, and of local business conditions; ability to do independent financial and valuation research; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; high degree of integrity; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience in which the primary function of the position was the valuation of real property, such as appraiser, real estate broker, valuation data manager, real property appraisal aide or insurance adjuster.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for up to two years of the work experience described above.

*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.

Towns

J. C.: Competitive

Town of Lewisboro: Non-Competitive*

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Job Class Code: 0073