

Department: Real Property Tax Services
Classification: Non-Competitive*
Grade: 13 * Pending SCS

SPEC DISK A7
DOCUMENT 18

ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position concerned with professional valuations of real property in a town or county for tax purposes and for the preparation of an annual assessment roll. Work is performed under the general direction of the appointing authority. Supervision may be exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Services and the State Board of Equalization and Assessment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Annually values and revalues each parcel of real property;
Utilizes and maintains current tax maps and appraisal cards;
May seek county advisory services in determining values of certain parcels;
Attends all hearings of the Board of Assessment Review;
Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;
Appoints and trains an acting Assessor to perform as needed;
Attends the public examination of the tentative assessment roll at times prescribed by law;
Receives complaints filed and transmits them to the Board of Assessment Review;
Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;
Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
Reviews and makes determinations with respect to applications for tax exemptions;
May supervise and train appraisal staff members in the technique of appraisal and assessment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of making an appraisal of types of real property which are regularly sold; good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of residential and commercial building construction methods, materials and their costs; good knowledge of laws governing the valuation and assessment of real property; good knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to direct and coordinate the work of others; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Minimum requirements as established by State Board of Equalization and Assessment, Section 188-2.4)

Either:

(1) Graduation from high school, or possession of an accredited high school equivalency diploma; and two years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like*; or

*In accordance with the Executive Department of the State of New York Division of Equalization and Assessment, part-time experience as well as experience as a Real Estate Broker may be prorated to the extent it involves the valuation of real property. Such experience must be verified either by the employer, or if self-employed, by providing a listing of appraisals done.