

## **ASSESSMENT AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work as a staff assistant to the administrative head of a department charged with property assessment and evaluation. Work assignments are received from an administrative superior and major emphasis is in dealing with a variety of responsibilities which facilitate the operations of the department. Work is performed under the supervision of the department head who reviews work through conferences or a review of reports. Supervision over employee is not usually a responsibility of employee in this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Alters tax maps in rough draft for use within the department and notifies technical employees and outside engineering firms of the need to correct maps and records;
- Assists in the evaluation of all types of real estate, reviews appraisals with department head, and makes preliminary determinations for assessment purposes;
- Performs field checks to assist in the assessment of real property;
- Maintains records and prepares correspondence and reports relating to tax exemptions;
- Answers correspondence regarding departmental programs, goals and objectives;
- Enters changes in assessment rolls and advises other departments of changes which have occurred;
- May attend seminars and represent department at meetings concerning real property equalization and assessment;
- May attend to the public examination of the tentative assessment roll at time prescribed by law;
- May search property records and tax maps to correctly identify parcels or portions intended for transfer of title;
- Prepares reports and records as required concerning field assessment work;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the theory, principals and practices of real property appraisal and assessment;
- Working knowledge of laws governing the valuation and assessment of real property;
- Working knowledge of deeds and related property records;
- Ability to make and review arithmetic computations with speed and accuracy;
- Ability to establish and maintain effective working relationships with the public,
- Ability to correctly identify and transfer property lines to maps, in rough draft form, as described in deeds and legal documents;

- Ability to maintain records and to prepare periodic reports on such records;
- Integrity, initiative, good judgment, tact and courtesy;
- Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) years of experience in an occupation involving the valuation of real estate such as assessor, appraiser, real estate broker, developer, property manager, tax map development, or in public relations for a governmental agency; **OR**
- B. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree and three (3) years of the required experience described above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of the required experience described in ( A) above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- The terms of employment require the use of an employee's personal vehicle for transportation.