

Amended, Warren County Personnel, March 12, 2008

ASSISTANT TO THE ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs specialized assessment work, assisting the Assessor in various phases of the assessment of real property. The work is performed under the general supervision of the Assessor with leeway provided for the use of independent judgment on issues covered by law or policy. Supervision may be exercised over the work of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes building permits for field review by Data Collectors;
Collects data for Real Property assessment purposes;
Examines building permit files and related plans prior to entering on the Data Management card;
Makes entries on the Data Management card in accordance with the New York State Division of Equalization and Assessment Data Collector's Manual;
Searches property records and tax maps to correctly identify;
Enters changes in assessment rolls and advises other departments of changes which have occurred;
Supervises the preparation and assembly of real property data for computer entry;
Maintains records and prepares correspondence and reports relating to tax exemptions;
Answers inquiries on individual problems and on various programs, goals and objectives of the Assessor's Office;
Alters tax maps in rough draft for use within the Assessor's Office and notifies technical employees and outside engineering firms of need to correct maps and records;
Prepares miscellaneous reports and records as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the theory, principles and practices of real property appraisal and assessment; working knowledge of deeds and related property records; working knowledge of the data processing concepts applicable to assessment functions; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials and others; 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 the demands of the position.

(cont.)

Assistant to the Assessor (cont.)

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma and three years of experience in assessment administration or real property; or

B. Successful completion of two years of study at a regionally accredited or New York State registered college or university and one (1) year of experience as described above; or

C. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.