

DEPUTY ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position assists the Town Assessor in determining valuations for assessment purposes of real property within the town and assists with the preparation of the town assessment roll. Duties include all aspects of assessment administration as well as commercial property data collections. Does related work as required. The work is performed under the general supervision of the assessor. Supervision of lower level is a requirement of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists Town Assessor with all aspects of assessment administration;
Performs appraisal and assessment duties with a concentration on commercial properties;
Conducts field inspections and sketches building permit data;
Performs appraisal reviews and makes preliminary property valuations;
Responds to inquiries of residents and general public regarding property assessments and assessment processes;
Supervises assessment staff;
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern real property assessment principles, practices and costs, of local business conditions and commercial construction.
Ability to do independent financial and valuation research for both residential and commercial properties;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Integrity; good judgment; physical condition commensurate with the duties of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) 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 in commercial construction administration.

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.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: 1/2022

JC: Competitive