ASSESSMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves non-professional duties in gathering information and details about real properties for presentation to the Assessor. The incumbent of this position does not perform appraisals of real property. Work is performed under direct supervision of the Town Assessor Supervision of others is not a requirement. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs field inspections of properties and takes measurements of buildings and other structures to update assessor's records regarding new construction and additions and to verify existing information;

Reviews building plans;

Sketches building and structure details for property record cards;

Assists the public via phone and office visits regarding inventory and assessment information;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good powers of observation; good judgment; familiarity with the field of real estate and assessment; ability to read, comprehend and make simple sketches, maps and plans; mathematical ability; ability to take measurements of real property; ability to understand and carry out oral and written directions; ability to prepare simple written reports; ability to deal effectively and cooperatively with the general public; accuracy; neatness; tact; diplomacy.

MINIMUM QUALIFICATIONS: Either

a) Associate's degree; or
b) Graduation from high school or possession of comparable diploma and two (2) years of business experience, one (1) year of which shall have been in the area of real estate, title searching or assessment records; or
c) Graduation from high school and three (3) years of business experience; or
d) An equivalent combination of training and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.