

ASSESSMENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: : Employees in this title have responsibility for the collection, recording, and maintenance of data necessary in determining assessments of real property. There is, in addition, responsibility for conducting the day-to-day operations of the office, which involves considerable public contact. The work is performed under the general direction of the Real Property Tax Services Director or designee, but there is wide latitude for the exercise of independent judgment in the making of decisions, in accordance with established policy. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of internal operations of the Real Property Tax Services office including the maintenance of property cards, block maps, land value and assessment records;

Assists in the preparation of State, County and City tax rolls;

Reads deeds and determines changes that need to be made to the tax maps;

Records sales and transfers of property, and checks deeds;

Assists in preparing materials for the processing of grievances and protests;

Provides information concerning property and valuations to attorneys, real estate brokers, and the general public;

Performs other clerical duties as necessary.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Working knowledge of modern property assessment methods; skill in the use of business arithmetic; ability to interpret land surveys and written descriptions of property, such as occur in deeds and mortgages; ability to deal effectively and tactfully with the public; good judgment; resourcefulness; integrity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to talk or hear and occasionally walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school, or possession of an equivalency diploma recognized by the NYS Department of Education; supplemented by a course or experience in typing, **AND EITHER:**

1. An Associate's Degree AND one (1) year of full-time, paid experience in a position working with legal instruments and records in a department of municipal, State, or Federal government, law, insurance, real estate or abstract office, or related agency;
OR:
2. Three (3) years of full-time, paid experience as noted in A above;
OR:
3. Any equivalent combination of training and experience indicating the ability to perform the duties.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

Competitive Class
Non-Competitive (Part-time)