

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Assistant Assessor

TITLE #: 1035

DISTINGUISHING FEATURES OF THE CLASS: This is important technical work involving responsibility for assisting the Assessor with collecting data and evaluating and assessing properties for taxation purposes. This work also involves the maintenance of property record cards, tax maps, and other related property assessment materials. **Routine travel is a requirement.** This work is performed under the general supervision of the Assessor in accordance with the law and local policies and procedures with gradual leeway allowed for the exercise of independent judgement in carrying out details of the work. Supervision may be exercised over the work of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Assessor with data collection and other assessment duties;

Conducts field inspections and appraises land and buildings and improvements for assessment purposes;

Determines preliminary valuation of property for assessment purposes for final review by the Assessor;

Investigates and reports on complaints received from taxpayers regarding property valuations and other related assessment matters;

Maintains files, property record cards, sale records, and related property assessment materials;

Assists in checking and verifying assessment rolls and records;

Performs various clerical and field duties related to property evaluation and assessments;

Uses computer applications such as spreadsheets, word processing and other automated computer systems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern property assessment principles and practices; good knowledge of the laws and regulations governing the evaluation of property for assessment purposes; working knowledge of constructions materials and their costs; ability to inspect and appraise land and property improvements; ability to use computer applications; ability to get along well with others and to deal tactfully with the public; ability to prepare and maintain records; integrity; accuracy; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) college credits and one (1) year of the experience in real estate, title searching or assessment records; OR
- (B) Completion of thirty (30) college credits and two (2) years of the experience in real estate, title searching or assessment records; OR
- (C) Graduation from high school or possession of a high school equivalency diploma, and three (3) years of experience in real estate, title searching or assessment records; OR
- (D) Possession of a New York State Certified Real Estate Appraiser's License or two (2) years of experience as a Real Estate Broker.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-Competitive when part time in Towns & Villages.

ADOPTED: 05/31/67