

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

CLASS TITLE: VILLAGE ASSESSOR

TITLE #: 1720

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for placing a valuation on each parcel of real property in a village for tax purposes and preparing and adopting an annual assessment roll. The work is carried out in accordance with established procedures and under the general director of the Village Board. Advisory service is available from the County Director of Real Property Tax Services and the State Board of Equalization and Assessment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Annually values and revalues each parcel of real property within a village;

Utilizes and maintains current tax maps and appraisal cards;

Attends all hearings of the Board of Assessment Review;

Checks accuracy and completeness of preliminary and final tax roll;

Receives complaints from the public, investigates them and transmits them to the Board of Assessment Review;

Reviews and makes determinations for special exemptions, such as veterans, over-65, etc.;

Prepares reports of assessment activities as required by the State Board of Equalization and Assessment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern real and personal property assessment principles and practices; working knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and related property records; working knowledge of building construction and costs of material, machinery, labor and equipment; ability to appraise and value property; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, village officials and the Board of Assessment Review; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (1) Graduation from high school or possession of an accredited high school equivalency diploma;
AND

Two years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as Assessor, Appraiser, Real Estate Broker, Valuation Data Manager, Real Property Appraisal Aide or the like; OR

- (2) Graduation from an accredited two year college and one year of the experience described in paragraph (1); OR

- (3) Graduation from an accredited four year college and six months of the experience described in paragraph (1) or graduation from an accredited four year college and a written commitment from the County director that the County will provide training in assessment administration, approved by the State Board, within a six month period; OR
- (4) Certification by the State Board as a candidate for assessor.

NOTE:

In evaluating the experience described in paragraph 1, the following conditions shall apply:

- (i) If the assessor has been previously certified by the State Board as a State certified assessor pursuant to subpart 188-2.1 while serving as an elected assessor, such certification is equivalent to one year of the experience described in paragraph 1 if it has not expired;
- (ii) For the purpose of crediting full-time paid experience, a thirty-hour week shall be deemed as full-time employment;
- (iii) Three years of part-time paid experience as Sole Assessor or as Chairman of the Board of Assessors shall be credited as one year of full-time experience, and five years of part-time paid experience as a member of a Board of Assessors shall be credited as one year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited;
- (iv) Volunteer experience in an Assessor's office may be credited as paid experience to the extent that it includes tasks such as data collection; calculation of value estimates; preparation of preliminary valuation reports; providing routine assessment information to a computer center; public relations; and review of value estimates, computer output and exemption applications; AND
- (v) In no case shall less than six months of the experience described in paragraph 1 of this subdivision be acceptable with the exception of County training as provided for in

NOTE: In Accordance with Part 188 of the Rules and Regulations of the State Board of Real Property Services the State Board of Real Property Services must approve the application of a candidate appointed Village Assessor **prior to appointment**. No person may be appointed Village Assessor until the State Board has determined they are qualified. A copy of the Office of Real Property Services qualification determination letter must be received **prior** to the appointment taking effect.

JURISDICTIONAL CLASSIFICATION: Non-competitive

ADOPTED: 9/25/78

REVISED: 6/14/95

REVISED: 3/1/00 MF