

Department: Real Property Tax
Classification: Competitive
Grade: 16

SPEC DISK CC
DOCUMENT 36

ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the valuation assessment of real property for tax purposes and the preparation of an annual assessment roll. Provides assessment administration services to a municipality as their sole assessor. Work is performed under the general direction of the Real Property Tax Services Director with leeway for exercising independent judgment. Supervision is exercised over the work of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Annually values and revalues each parcel of real property;
Utilizes and maintains current tax maps and appraisal cards;
May seek County advisory services in determining values of certain parcels;
Attends all hearings of the Board of Assessment Review;
Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;
Sends out renewal forms required by Real Property Tax Law and reviews them for the upcoming roll;
Receives complaints filed and transmits them to the Board of Assessment Review on Grievance Day;
Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;
Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
Supervises and trains appraisal staff members in the technique of appraisal and assessment;
Reviews and makes determinations with respect to applications for tax exemptions;
Communicates with the public, answering questions and dealing with concerns raised by taxpayers;
Keeps the public informed and up to date as to exemption allowances and answers general questions with respect to assessment and valuation;
May use computer applications such as spreadsheets, word processing, calendar, email and database software;

For those towns who have passed Article 5-G of General Municipal Law, an Assessor of the County Real Property Office will provide the following additional typical work activities;

Verification of on-going sales which includes reviewing of RP5217's, updating Property Record Cards, and field review of the sale site to inspect the premises and confirm whether it is a valid or invalid sale;

On-going field review of parcels in the municipality with use of building permits or parcel for parcel review;

May train and assist other assessors, as assigned, when attendance is not required in his/her

municipality;
Communicates with County Real Property Tax Services Director, with local municipal Supervisors and Councilpersons, with local Attorneys as required, and with State Office of Real Property Tax Services Association Officials as necessary;
May supervise Assessment Control Examiners and Senior Assessment Control Examiners when assigned to assist in data collection, exemption qualification, file maintenance, or when assisting the assessor in his/her state mandates responsibilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of appraisal techniques, market, cost, and income of real property; thorough knowledge of modern principles, practices, and theory of real property valuation, assessment, and taxation; thorough knowledge of legal terminology used in deeds, liens, property descriptions and tax records; thorough knowledge of data collection methods and procedures; thorough knowledge of residential and commercial building construction methods, materials, and their costs; good knowledge of the laws governing the valuation and assessment of real property; good knowledge of tax mapping in relation to interpreting deeds and related property records and allocation land types for valuation purposes; working knowledge of income capitalization and the ability and knowledge to read the flaws in income and expense statements used to dispute commercial values; working knowledge of methods to extract land values from sales; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials, and Assessment Review Board; ability to effectively use a computer and computer applications and programs; tact; integrity, courtesy; ability to plan and supervise the work of others; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Twelve (12) months of full-time competitive status in the Essex County Real Property Tax Services Department with approval from the NYS Real Property Tax Educational Services as meeting the qualifications for Sole Appointed Assessor.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Motor Vehicle License.

Created: 03/07/2013

Revised: