ASSESSOR'S DATA TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing specialized tasks involving the use and maintenance of property inventories utilizing the Landisc System and in accordance with the New York State Division of Equalization and Assessment Manual.   Duties also involve responsibility for assisting assessors in the preparation and maintenance of assessment rolls, property record cards and other related records.   The work is performed under the supervision of the Board of Assessors with leeway allowed for the exercise of independent judgement in carrying out details of the work assignments.   The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Measures and prepares scale diagrams of buildings and structures;
Calculates the area of the structure based on own measurements and using construction blueprints;
Records the physical features of properties on standard forms;
Judges construction quality based on field observation of structural detail;
Prices structural components from standard price tables;
Conducts assigned field inspections of real property for appraisal and reappraisal, and makes field notes;
Reports discrepancies in record of building location, topography, condition, bulkheading, street conditions
     and improvements.
Receives input data from Town Assessors and evaluates it for accuracy, format, and processes through   the
data system;
Compiles, retrieves, and updates the Real Property Inventory Maintenance and Landisc System.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of building methods and real property values; working knowledge of modern property assessment methods; demonstrated ability to read and understand property deeds, maps and other documents of legal nature relating to property valuation and assessment work; ability to collect and record property valuation information from a variety of sources; ability to interpret simple sketches, maps and plans; ability to deal effectively with the public; good judgement; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of paid experience involving the use and maintenance of property inventories utilizing the Landisc System and   in accordance with the New York State Division of Equalization and Assessment Manual.

Adopted: June 11, 1990

NOTE: Due to inability to recruit, the residency requirement has been waived to include residents of contiguous towns of the Town of North Elba. (RULE VI)

Amended (Title) March 22, 1991