

Department: Real Property  
Classification: Competitive  
Grade: 7

SPEC DISK F1  
DOCUMENT 65

REAL PROPERTY TAX SERVICE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of clerical tasks to aid in the administration of the County Property Valuation Program. 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 supervision of the Director of Real Property Tax Service with leeway allowed for the exercise of independent judgment in carrying out details of the work assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Files property inventory control and related records and updates changes on record cards prepared by Town Assessors in collection of data on sales, new construction and periodic review of town properties;  
Receives input data from Town Assessors and evaluates it for accuracy, format, and processes through the data system;  
Corrects errors on assessment rolls by changing data from property records and town assessor reports;  
Shows County tax map to property owners on request;  
Resolves minor owner objections to representation of their property on County tax maps by researching deed descriptions and filed subdivision maps from department microfilm file;  
Picks up deeds from County Clerk's Office and sorts and records these deeds in department Grantee-Grantor index and in town files for processing by tax map technicians;  
Makes copies of tax maps for delivery to towns, villages, and others required;  
Makes copies of tax maps for sale to public and issues receipts for monies received;  
Refers more difficult problems to Tax Map Technicians for resolution.

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; ability to plan and supervise the work of others; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of an equivalency diploma and one year of clerical experience involving use of real property valuation, real estate, title searching or assessment terminology and records; or

(b) Two years of clerical experience as defined in (a); or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).