

REAL PROPERTY TAX SERVICES AIDE/DATA COLLECTOR

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 may require field inspection, observation and documentation of data. The work is performed under supervision of the Director of Real Property Tax Services or Senior Data Collector/Mass Appraiser 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 or collected from personal on-site observations, data on sales, new construction, commercial valuation and periodic review of town properties;
Receives and collects data from Town Assessors and field investigation for accuracy, format and processes information through the data system;
Corrects errors on assessment rolls, inventory and sales files by changing data collected or prepared from property records and town assessor reports;
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;
Shows County tax maps to property owners upon request;
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;
Verifies time of sales inventory and analysis;
Makes copies of tax maps for towns, villages or for sale to public and issues receipts for monies received;
Refers more difficult problems to Tax Map Technicians or Senior Data Collector/Mass Appraiser.

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 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 accurately measure buildings and calculate square footage; 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:

- (a) Graduation from high school or possession of an equivalency diploma and TWO years of clerical experience; or
- (b) FOUR years of clerical experience; or
- (c) An equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Driver's License at the time of appointment.