SENIOR ASSESSMENT CONTROL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for a variety of technical tasks in the collection, analysis, storage, transmission and retrieval of assessment data for real property files. Incumbents may train and assist local assessors in collecting and updating information relating to real porperty parcel descriptions and valuation. Duties involve the supervision of data preparation and analysis in the Real Property Tax Services office and, upon assignment, serving as a County designated Assessor. The work is performed under the general direction of the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgement in carrying out the details of the assignments. Supervision over the work of subordinate employees may be required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

May train and assist local assessors in collection, recording and using real property valuation
        data;
Assists local assessors directly in updating parcel descriptions and valuations on a periodic basis;
Assists in the qualification and processing of property exemptions;
Provides liaison among tax mappers, local assessors, government agencies and property owners;
Determines reasons for errors on computer edit lists and instructs assessors in procedures for
        correction;
Reviews inventory file content sheets and data management inventory sheets for problems prior
        to processing;
Edits computer printouts for accuracy and format;
Assists in the design and analysis of valuation models;
Maintains contact with State Board of Equalization and Assessment regarding valuation
        procedures, equalization rates and policy guidelines;
Assists in manipulating data during various phases of valuation computer runs to generate impact
        notices;
May supervise subordinates and coordinates use of computer equipment;
Assists in modifying and updating procedures manuals;
Prepares records and reports as required;
May attend New York State Training courses as appropriate;
May serve as a locally appointed Assessor for specific municipalities providing professional
            work in the valuation for assessment of real property for tax purposes and the
        preparation of an annual assessment roll.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY AND PERSONAL CHARACTERISTICS:

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 the file maintenance procedures of the Real Property Tax Assessment

Information System; ability to appraise real property; ability to read and interpret property record
SENIOR ASSESSMENT CONTROL EXAMINER - Continued

forms; ability to assist in the training of staff, assessors and others in collecting, recording and using real property valuation data; ability to produce and assist in the analysis of CAMA estimates of value; ability to update and maintain land schedules, cost and depreciation tables; ability to maintain and produce assessment rolls, tax rolls, etc., and the editing and maintenance of Real Property Tax Services parcel, inventory and sales files; ability to establish and maintain effective relationships with the public, Town Assessors, and County officials; ability to effectively utilize and explain the use of computerized assessment methods, tax maps, and other valuation tools; ability to make mathematical calculations; ability to prepare and maintain records and reports; tact; integrity, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Six (6) years full-time permanent competitive status in the Essex County Real Property Tax Services Department.

OPEN COMPETITIVE: Either:

(a)   Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Business Administration, Accounting, Real Estate, or related field and two (2)   years of   full-time paid experience in real property valuation, real estate, assessment or appraisal or related field; or

(b)   Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (a) above; or

(c)   An equivalent combination of training and experience as described in (a) and (b).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Motor Vehicle License.

Adopted: 08/17/2009
Revised: 08/26/2011