

Department: Real Property Tax  
Classification: Competitive  
Grade: 11

SPEC DISK B8  
DOCUMENT 19

### **SENIOR REAL PROPERTY TAX SERVICES AIDE/DATA COLLECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of more difficult clerical and supervisory tasks to aid the administration of the County Property Valuation Program. The incumbent is responsible for assisting assessors in the preparation and maintenance of assessment rolls, property record cards, and related records. The work requires field inspection, observation, and documentation of data. The work is performed under the general supervision of the Director or Assistant Director of Real Property Tax Services with leeway allowed for the exercise of independent judgment 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)**

Supervises and coordinates data collection projects;  
Files property inventory control, related records and updated changes on record cards prepared by town assessors or collected from personal on-site observations, data on sales, new construction, commercial valuations, and periodic review of town properties;  
Trains local assessors in preparation and maintenance of assessment rolls;  
Trains local assessors and data collection staff in data collection standards, methods and procedures;  
Corrects errors on assessment rolls, inventory and sales files by changing data collected or prepared from property records and town assessor reports;  
Receives and supervises data collected from town assessors and on-site investigations for accuracy, and processes information through data processing system;  
Resolves minor owner objections to representation of their property on county tax maps by research of deed descriptions and subdivision maps from the department microfilm file;  
Makes copies of tax maps for towns, villages, or for sale to public and issues receipts for monies received;  
Verifies time of sales inventory and analysis;  
Supervises the data collection staff in accordance with established department policies;  
Refers more difficult problems to Tax Map Technicians or Director.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough 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; demonstrate 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 inventory and 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, coordinate, and supervise the work of others; good judgment; resourcefulness; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Six (6) months permanent competitive status as an Essex County Real Property Tax Services Aide/Data Collector.

OPEN COMPETITIVE: Either:

- (a) Graduation from a regionally accredited or NYS registered college with an Associate degree in Business Administration, Business Management, Accounting or related field, plus two (2) years of paid experience in real estate, real property evaluation, title searching, or assessment technology and records; OR
- (b) Graduation from high school or equivalency and four (4) years of paid experience in real estate, real property evaluation, title searching, or assessment technology and records; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Revised: 05/10/2011