

ASSESSMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting a board of elected Assessors in determining valuations and assessments within a town by performing clerical and technical assessment work. The work is carried out in accordance with established procedures and involves assessment fieldwork, tax map maintenance, clerical support, and considerable public contact. The class differs from that of Assessor's Aide in that there is greater technical responsibility. The incumbent works under the general direction of the Board of Assessors with leeway allowed for the exercise of independent judgment in carrying out responsibilities. Supervision of others is not a function of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Assists in annually valuing and revaluing each parcel of real property;

Performs a variety of clerical and field duties relating to property assessments;

Utilizes and maintains current tax maps and appraisal cards;

Assists in gathering, assembling and recording data relating to property assessment;

Assists in revising assessment rolls to reflect changes of address, lot sizes and type of property;

Assists in checking and verifying assessment rolls and records;

Assists in checking and verifying building and land measurements;

Answers inquiries from taxpayers and the general public and gives out information;

Maintains property sales records;

Uses electronic data processing equipment in the course of performing various duties;

Prepares reports of assessment activities as required by the Assessors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of Business arithmetic and English; ability to acquire a working knowledge of the theory, principles and practices of real property valuation and assessment; ability to acquire a working knowledge of laws governing the valuation or assessment of real property; ability to establish and maintain effective working relationships with others; ability to relate well and communicate effectively with the public; ability to prepare and maintain records and reports; clerical aptitude; accuracy; initiative; resourcefulness; physical aptitude; accuracy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid clerical or technical experience in an Assessor's office; OR
- B. Two (2) years of work experience as described in A above.

Special Requirement: Possession of a valid New York State Driver License may be required at time of appointment.

ULSTER COUNTY
0196 ASSESS AST
Classification: Competitive
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Adopted: November 12, 1992