

ASSESSMENT FIELD WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves conducting field inspections of real property to gather information necessary for property appraisal. The work is carried out in accordance with established procedures and involves measuring real property structures with tape measure and rule, recording the measurements, and other duties related to the assessment process. The class differs from that of Assessor's Aide in that most duties related to or involve fieldwork. Work is performed under the general supervision of a higher level employee. Supervision of others is not normally a responsibility 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.

Physically measures the outside dimensions of buildings;

Inspects and measures the interior of the structure;

Records information on worksheets, sketching structures on grid sheets to scale;

Checks measurements for balance and accuracy;

Takes photos of grounds and structures;

Transfers information as directed;

May conduct property record calculations;

Performs a variety of clerical functions required in the operation of the Assessor's Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the use of measuring devices, such as rule and tape measures; the ability to draw to scale, sketches on a graph-type grid; ability to add and subtract measurements accurately including the transfer of feet to inches; ability to relate to the property owners and the general public; ability to conduct oneself in a courteous and congenial manner under adverse conditions; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma; OR

B. One (1) year of full-time work experience involving public contact and the use of arithmetic.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

0200 AS FLD WKR (Towns only)

Classification: Non-Competitive

0205 AS WKR PT (Village of Ellenville only)

Classification Non-Competitive

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