

DEPUTY ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing specialized assessment work, assisting the Assessor in various phases of the assessment and evaluation of property. Work is performed under the general supervision of the Assessor with wide leeway provided for the use of independent judgment on issues covered by law or policy. Supervision is exercised over the work of subordinate clerical staff. 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 the inspection and evaluation of all types of real estate;

Searches property records and tax maps to correctly identify parcels or portions intended for transfer of title;

Enters changes in assessment rolls and advises other departments of changes which have occurred;

Maintains records and prepares correspondence on reports relating to tax exemptions;

Answers inquiries on individual problems and on various programs, goals and objectives of the Office;

Alters tax maps in rough draft for use within the Assessor's Office and notifies Ulster County Real Property (UCRP) employees and outside engineering firms of need to correct maps and records;

Supervises clerical staff in the collection and recording of assessment related data;

Attends seminars and represents the Assessor at meetings concerning real property equalization and assessment;

May perform field checks to assist in the assessment of real property and for the street and sewer assessment;

May assist in the public examination of the tentative assessment roll at time prescribed by law;

Prepares miscellaneous reports and records as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the theory, principles and practices of real property appraisal and assessment; working knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and

maintain effective working relationships with the public, municipal officials and others; ability to supervise the work of others; ability to correctly identify and transfer property lines to maps,

in rough draft form, as described in deeds and legal documents; ability to maintain records and to prepare periodic reports on such records; integrity; initiative; good judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university with an Associate's degree; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and eighteen (18) months of experience in an occupation involving the valuation of real property; **OR**
- C. An equivalent combination of the training and experience as defined in A and B above.

ULSTER COUNTY
2151 DEP ASSESS
Classification: Competitive
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Adopted: January 16, 2020