

REAL PROPERTY TAX SERVICE AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing a variety of sub-professional tasks in the administration of the property valuation programs. This position involves responsibility for assisting Town Assessors in the preparation of assessment rolls including review of changes made by the Assessors. The work is performed under the supervision of the Director of Real Property Tax Service Agency with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinate clerical employees. 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.

Reviews changes to the assessment rolls;

Assists Town Assessors by demonstrating proper methods and procedures for maintaining and updating assessment records;

Confers with Town Assessors and general public on appraisal and assessment techniques;

Corrects errors on tax rolls and resolves problems resulting therefrom;

Supervises and trains subordinate clerical employees in a variety of record keeping tasks;

Explains operations of Data Processing system and its relation to assessment records;

May be responsible to balance a variety of assessment rolls and implement necessary changes;

Prepares various reports relating to property valuations;

Updates Section Block Lot records from deeds and 5217 records;

Assists in the preparation of public auctions (i.e.: gathering information, typing forms and conducting field work);

Performs a variety of related duties in connection with the work of the Real Property Tax Service Agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; working knowledge of modern property assessment methods; working knowledge of Real Property Tax Law Homesteading provisions and their application to assessment records; ability to read and understand property deeds, maps and other documents of legal nature relating to property valuation and assessment work; ability to explain basic concepts of the Data Processing system to Town Assessors; ability to

collect and record property valuation information from a variety of sources; ability to interpret simple sketches, maps and plans; ability to deal effectively with the public; ability to plan and supervise the work of others; good judgment; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience working with Real Property Tax records, two (2) years of which must include working with the New York State Real Property Information System.

Special Note: Employees in this class must successfully complete all required New York State Office of Real Property Services training programs.

ULSTER COUNTY
5350 RPTS AIDE
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: April 11, 1978
Revised: December 22, 1980
Revised: October 5, 1989
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