

ASSISTANT ASSESSOR

DEPARTMENT: Town of Owego
CLASSIFICATION: Competitive
SALARY: To be determined
ADOPTED: 3/03; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for inspecting and classifying property to assist in the determination of assessments for taxation purposes. The incumbent assists with the maintenance of property record cards and the tax maps. Work is performed under the general supervision of the Assessor and according to established procedure.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts field inspections of land and buildings and improvements thereto for assessment purposes;
- Sketches plot plans of property already constructed and proposed new construction;
- Sketches property descriptions from building permits and related plans;
- Computes and records dimensions, areas and volumes on sketches;
- Assists in maintaining records of property with description, location and classification of each parcel;
- Assists in verifying property sales, assessment rolls and records;
- Answers inquires concerning property assessments and gives out routine information;
- Performs a variety of clerical and field duties relating to property assessment information;
- Assists the Assessor in various tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of property assessment principles and practices; working knowledge of building construction practices; good knowledge of the New York State Tax Mapping System; strong mathematical and organizational skills; ability to prepare diagrams from plans and sketches; ability to prepare and maintain records and reports; ability to work effectively with others; tact and courtesy; integrity and accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university and six (6) months experience in the following tasks: Collection and recording of property inventory data; preparation of comparable sales analysis reports; and preparation of appraisal estimates; building appraisals; estimating work; or building construction in a position requiring knowledge of unit and overall construction costs; **OR**
- b. Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience involving data management or real property appraisal aid; or two (2) years of experience in one of the above tasks; **OR**
- c. An equivalent combination of training and experience outlined in (a) and (b).