

ASSESSMENT AIDE

DEPARTMENT: Town of Owego
CLASSIFICATION: Competitive
SALARY GRADE: To be determined
ADOPTED: 9/94; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a moderately difficult entry-level position involving the responsibility for gathering, recording, and maintaining data needed by the Assessor in determining assessments of real property. An incumbent in this position is also responsible for assisting the Assessment Clerk in the completion of clerical tasks. This position differs from Assessment Clerk in that it involves field work duties. Work is performed under the immediate supervision of the Assessor in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assembles and compiles data as required by the Assessor;
- Assists in field inspections and obtaining measurements of land, buildings and improvements for assessment purposes;
- Computes and records dimensions on sketches;
- Assists in sketching plot plans and property descriptions for already constructed and proposed new construction from field inspections, measurements and building plans;
- Maintains property record cards;
- Answers inquiries from taxpayers and the general public and gives out routine information;
- Performs a variety of related duties in connection with the assessment of property;
- Performs a variety of clerical duties as directed by the Assessor;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to collect and record information; ability to make simple arithmetic computations; ability to operate a personal computer; ability to follow oral and written directions; clerical aptitude; tact; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of an appropriate level driver's license at the time of appointment and maintain such license while employed in this position.