ASSESSOR'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves performance of tasks in support of the Assessor, involving responsibility for gathering, assembling, recording, and maintaining data needed by the Assessor in determining assessments of real property. Work is performed under the immediate supervision of the Assessor in accordance with established procedures permitting some leeway for the exercise of independent judgement. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Assembles and compiles data as required by assessor;
Maintains and drafts changes of plot sizes on assessment rolls and cards;
Provides assistance to Assessor and Deputy Assessor as required;
Maintains property record cards;
Verifies changes in assessment rolls;
Performs general clerical duties including filing, copying, and records maintenance;
Performs computer searches as related to assessing;
May check, measure, and verify building and land dimensions;
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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of a variety of computer programs;
Working knowledge of the terminology used in the assessment of properties;
Ability to collect and record assessment information;
Ability to make simple arithmetical computation;
Ability to follow oral and written directions;
Ability to communicate effectively both orally and in writing;
Ability to deal with the public in a professional and courteous manner;
Clerical aptitude;
Tact;
Integrity;
Initiative;
Accuracy;
Resourcefulness.

MINIMUM QUALIFICATIONS:

A) Completion of a minimum of 30 semester credit hours at a nationally accredited New York State registered college or university and two years of clerical experience dealing directly with the public; OR

B) Graduation from high school or possession of an equivalency diploma and three years of clerical experience dealing directly with the public.

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

R597 3/7/97
Revised 1/9/19