

## **ASSESSOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll. Work is performed under the general direction of the municipal Legislator or the appointing authority. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Services and the NYS Office of Real Property Services. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Annually values and revalues each parcel of real property;  
Utilizes current tax maps and appraisal cards;  
May seek County advisory services in determining values of certain parcels;  
Attends all hearings of the Board of Assessment Review;  
Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;  
Appoints and trains an acting Assessor to perform as needed;  
Attends the public examination of the tentative assessment roll at times prescribed by law;  
Receives complaints filed and transmits them to the Board of Assessment Review;  
Prepares reports of assessment activities.  
Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;  
Supervises and trains appraisal staff members in the technique of appraisal and assessment;  
Reviews and makes determinations with respect to applications for tax exemptions.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **FULL PERFORMANCE KNOWLEDGE , SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of making an appraisal of types of real property which are regularly sold; good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of residential and commercial building construction methods, materials and their costs; good knowledge of laws governing the valuation and assessment of real property; good 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 the Assessment Review Board; ability to plan, work and supervise the work of others; integrity; tact; courtesy.

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### **MINIMUM QUALIFICATIONS:**

1. (i) Graduation from high school, or possession of an accredited high school equivalency diploma, and (ii) two years of satisfactory full-time, paid experience in an occupation involving the valuation of real property, such as Assessor, Appraiser, Real Estate Broker, Valuation Data Manager, Real Property Appraisal Aide or the like;

**OR:**

2. Possession of an Associate's degree and one year of the experience described in subdivision (1)(ii) above;

**OR:**

3. Possession of a Bachelor's degree and six months of the experience described in subdivision (1)(ii) above or graduation from an accredited four year college and a written commitment from the county director that the county will provide training in assessment administration, approved by the state board, within a six month period;

**OR:**

4. An equivalent combination of the education and experience described in subdivision (1)(ii) above, subject to the following:
  - (i) If the Assessor has been previously certified by the State Board as a Candidate for Assessor pursuant to Subpart 188-3 of this Part, such certification is equivalent to two (2) years of the experience described in subdivision (1)(ii) above if it has not expired.
  - (ii) For the purpose of crediting full-time, paid experience, a thirty-hour week shall be deemed as full-time employment.
  - (iii) Three (3) years of part-time, paid experience as sole Assessor or as chairman of the Board of Assessors shall be credited as one year of full-time, paid experience, and five years of part-time paid experience as a member of a Board of Assessors shall be credited as one year of full-time, paid experience. Paid part-time experience in excess of these amounts shall be credited in accordance with these criteria.
  - (iv) Volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes routine tasks such as data collection; calculation of value estimates; preparation of preliminary reports; providing routine information to a computer center; public relations; and review of value estimates, computer output and exemption applications.
  - (v) In no case shall less than six months of the experience described in subdivision (1)(ii) above be acceptable with the exception of county training as provided for in section (3)(1)(ii) above.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class (City)

Non-Competitive (All other)

Adopted 5/24/83

Revised 8/8/84 - 8/10/84 - 7/17/85 - 1/29/86 - 3/12/87 - 4/21/88 - 3/21/00

6/20/00 - 4/22/02 – 10/26/23