

Civil Division: Town of Forestport; Town of Vienna
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 07/02/10

ASSESSOR'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of clerical tasks in assisting the Assessor with collecting, processing and recording data on individual properties for taxation. The work is performed under the general supervision of the Assessor in accordance with established policies and procedures. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Updates and makes routine changes to the assessment rolls;
Assists the Assessor with data collection and tabulation of real property and statistical information and processes the information by entering findings into computerized record system;
Responsible for updating and maintaining property record information;
Accepts all applications and answers questions for tax exemption programs, including the STAR program, and assists in application renewal;
Assists the Assessor in matters relating to public relations, including fielding complaints and grievances;
Answers all phone inquires by realtors, assessors and the public regarding assessment information and Real Property Tax Law information regarding assessment administration;
Confers with taxpayers and assessors to explain factors used in determining valuation, including the use of tax maps, subdivision maps and deed descriptions;
Shows tax maps to property owners on request;
Prepares various reports relating to office operation;
Performs a variety of related duties in connection with the work of the agency involved.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of building methods and real property values; working knowledge of modern property assessment methods; ability to read and understand property deeds, maps and other documents of legal nature relating to property valuation and assessment work; ability to deal effectively with the public; ability to type accurately at an acceptable rate of speed; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; **AND** one year of clerical experience working with real property assessment records, real estate values or title searching techniques; **OR**
- (B) Two years of experience as defined in (A).

SPECIAL REQUIREMENT: Town of Forestport: Must be a resident of the Town of Forestport at the time of appointment.

Adopted: 06/18/08
Revised: 07/02/10