



CIVIL DIVISION  
CLASS SPECIFICATION

**DEPUTY ASSESSOR**

DATE ADOPTED: 1/1/67

LAST REVISION: 4/9/2025

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for assisting and coordinating field and office functions to effectively determine valuations of real property within a municipality for tax assessment purposes. The incumbent in this title plans, assigns, and reviews the collection and processing of data relating to real property evaluation. Work is performed under the direction of the Assessor.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower-level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Visits properties, estimates values, and ascertains boundaries;
2. Compiles and updates the field book, with detailed records of all municipal properties and their assessed valuations;
3. Assists in calculating, recording and reviewing assessed property values to be included in the official assessment rolls;
4. Assists in the preparation and filing of the completed tax book;
5. Assists in the preparation and filing of the Annual Report.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of modern real property assessment principles, practices and costs, and of local business condition; ability to do independent financial and valuation research; good knowledge of laws governing the valuation and assessment of real property; good knowledge of deeds and related property records; ability to become familiar with computers and their use in the assessment process; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's degree;
- OR: (B) Associate's degree and two (2) years of experience in field inspection and appraisal of real estate, or administrative work experience\* in an assessor's office;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience as described above in (B);
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.



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**NOTE:** \*Administrative work functions include maintaining property records, processing exemptions, responding to public inquiries, supporting assessment review, report preparation, and coordinating daily office operations.

**NOTE:** Your degree or college credit 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.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Competitive (FT) & \* Non-Competitive (PT) in all towns**

**REVISION HISTORY: 02/01/06, 4/9/2025**