

VILLAGE ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS:

This is professional work in the valuation for assessment of real property and the maintenance of the annual village assessment roll for tax purposes. Assessor is responsible for assessing the parcels of real property within the village boundaries. Work is performed under the general direction of a governing board (Board of Trustees/Board of Assessment Review) or a municipal administrator of a higher rank. Supervision may be exercised over the work of subordinate appraisal or clerical staff. Advisory service is available from the County Director of Real Property Tax or the State Board of Equalization and Assessment.

TYPICAL WORK ACTIVITIES:

1. Annually inspects, values and revalues each parcel of real property;
2. Maintains village assessment rolls, assessment and appraisal records;
3. Notes and records changes in real property and value, changes in title of real property and new construction, and changes in assessments, in accordance with law and as directed by the Board of Assessment Review;
4. Receives grievances filed and transmits them to the Board of Assessment Review;
5. Attends all meetings of the Board of Assessment Review and the public examination of the tentative assessment roll;
6. Sends notices of changes in village assessment and assessment rolls to property owners and the County Director of Real Property Tax Services;
7. Prepares reports of assessment activities as required by the appointing or governing authority;
8. Reviews, makes determinations, and answers questions concerning title to real property, assessment procedures, taxing schedules and procedures, real property tax law and applications for tax exemptions;
9. May supervise and train subordinate appraisal and clerical staff in assessment and office procedures, to perform as needed;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of making appraisals of types of real property; 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, local officials and the governing board; ability to plan work and supervise the work of others; integrity; tact; courtesy; good judgment; and physical condition commensurate with the demands of the position.

VILLAGE ASSESSOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree;

- OR: (B) Graduation from a regionally accredited or New York State recognized college with an Associate's degree and six months of experience in an occupation involving the valuation of real property;

- OR: (C) Graduation from high school or possession of an accredited high school equivalency diploma and one year of experience in an occupation involving the valuation of real property;

- OR: (D) An equivalent combination of acceptable education and experience.

RP0206

ADOPTED: 09/25/85