

DEPUTY ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the Town Assessor, assists in determining valuations of real property for assessment purposes.

TYPICAL WORK ACTIVITIES:

1. Visits properties, estimates values, and ascertains boundaries;
2. Assists in the preparation of the field book, the record of all town properties, and valuations in town;
3. Assists in the preparation of assessment roll;
4. Assists in the preparation and filing of completed tax book;
5. Assists in preparation and filing of Annual Report;
6. Does related work as required.

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; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four years of experience or its part-time equivalent in the field inspection and appraisal of real estate, or administrative work experience in an assessor's office.

NOTE: College education may be substituted on a year for year basis (30 credit hours = one year).

SPECIAL REQUIREMENT

Possession of a New York State Driver License at time of appointment.

RP0214

ADOPTED: 01/01/67

REVISED: 02/01/06