



ASSESSOR TRAINEE

Jurisdiction Class: Competitive
Civil Division: Town
Adopted by PO: 2/2/2022

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position used to appoint individuals to an Assessor position in a Town responsible for the assessment of real property within its jurisdiction. Assessor Trainee work is performed under the direct supervision of the Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Under the direct supervisor of the Assessor:

- Prepares the annual assessment roll of real property as required by law;
- Collects, records and updates data relating to the value of real estate;
- Maintains detailed records on real estate;
- Utilizes procedures required in gathering and processing data for various reports in reviewing documents for relevant information and in correcting official records;
- Provides information concerning property and valuations to attorneys, real estate brokers and the general public;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the methods, principles, practices of real estate appraisal for assessment purposes;
- Thorough knowledge of building construction methods, materials, and costs for a wide variety of commercial, industrial and private buildings;
- Thorough knowledge of the laws, rules and regulations governing the valuation of real estate for tax assessment purposes;
- Thorough knowledge of deeds and other property records and their relation to the valuation process;
- Thorough knowledge of the economic tenets surrounding the valuation of commercial properties;
- Ability to conduct individual economic valuation research;
- Ability to establish and maintain effective working relations with the public, elected officials and appointed Boards;
- Ability to make and review arithmetic computations with accuracy and speed;
- Ability to prepare oral and written reports;
- Integrity, accuracy, and good judgment required.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university with an associate's degree in business administration, data processing, or closely related field; OR
- b) Graduation from high school of possession of a high school equivalency diploma; AND one (1) year of paid experience in an occupation involving the valuation of real property, such as appraiser, real estate salesperson, property manager, building contractor, valuation data manager, real property appraisal aide, etc.
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.
- b) Additional license/certifications may be required at any time during tenure of employment in this position if the nature of the work deems it necessary.
- c) Candidates must complete the Assessor Basic Certification Training Program following appointment to the position according to 20 NYCRR §8188.