

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Assessor

TITLE #: 1025

DISTINGUISHING FEATURES OF THE CLASS: This is professional work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll in municipalities. Work is performed under the general direction of the municipal legislator or the appointing authority. Routine travel is a requirement. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Services and the State Board of Equalization and Assessment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Annually values and revalues each parcel of real property;

Utilizes and maintains current tax maps and appraisal cards;

May seek county advisory services in determining values of certain parcels;

Attends all hearings of the Board of Assessment Review;

Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;

Appoints and trains an Acting Assessor to perform as needed;

Attends the public examination of the tentative assessment roll at times prescribed by law;

Receives complaints filed and transmits them to the Board of Assessment Review;

Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;

Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;

Supervises and trains appraisal staff members in the techniques of appraisal and assessment;

Reviews and makes determinations with respect to applications for tax exemptions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of making an appraisal of types of real property which are regularly sold; 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 records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; ability to plan, work and supervise the work of others; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- (1)
 - (i) Graduation from high school or possession of an accredited high school equivalency diploma; AND
 - (ii) Two years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as Assessor, Appraiser, Valuation Data Manager, Real Property Appraisal Aide or the like; OR
- (2) Graduation from a regionally accredited two year college or university or one accredited by the New York State Board of Regents to grant degrees and one year of the experience described in subparagraph (1) (ii) of this subdivision; OR
- (3) Graduation from a regionally accredited four year college or university or one accredited by the New York State Board of Regents to grant degrees and six months of the experience described in subparagraph (1) (ii) of this subdivision or graduation from a regionally accredited four year college or university or one accredited by the New York State Board of Regents to grant degrees and a written commitment from the County Director that the County will provide training in assessment administration, approved by the New York State Office of Real Property Tax Services, within a six month period; OR
- (4) Certification by the New York State Office of Real Property Tax Services as a candidate for assessor.
- (5) In evaluating the experience described in subparagraph (1) (ii) of this subdivision, the following conditions shall apply:
 - (i) If the assessor has been previously certified by the New York State Office of Real Property Tax Services as a State certified assessor pursuant to Subpart 8188-2.1 of this Subpart while serving as an elected assessor, such certification is equivalent to one year of the experience described in subparagraph (1) (ii) of this subdivision if it has not expired;
 - (ii) For the purpose of crediting full-time paid experience, a minimum of thirty hours per week shall be deemed as full-time employment;
 - (iii) Three years of part-time paid experience as Sole Assessor or as Chairman of the Board of Assessors shall be credited as one year of full-time paid experience, and five years of part-time paid experience as a member of a Board of Assessors shall be credited as one year of full-time paid experience. Additional paid part-time experience in excess of these amounts shall be credited;
 - (iv) Volunteer experience in an Assessor's office may be credited as paid experience to the extent that it includes tasks such as data collection; calculation of value estimates; preparation of preliminary valuation reports; providing routine assessment information to a computer center; public relations; and review of value estimates, computer output and exemption applications; AND
 - (v) In no case shall less than six months of the experience described in subparagraph (1) (ii) of this subdivision be acceptable with the exception of County training as provided for in paragraph (3) of this subdivision.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

NOTE: In the Town of Deerpark, records and transcribes minutes of Police Commission meetings.

NOTE: In Accordance with Part 8188 of the Rules and Regulations of the New York State Office of Real Property Tax Services, the New York State Office of Real Property Tax Services must approve the application of a candidate for Assessor prior to appointment. No person may be appointed Assessor until the New York State Office of Real Property Tax Services has determined he/she is qualified. A copy of the New York State Office of Real Property Tax Services qualification determination letter must be received prior to the appointment taking effect.

REVISED: 12/22/14