

Jurisdictional Class: Competitive
Adopted: December 9, 1977
Revised: April 23, 2010

ASSESSMENT CONTROL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve responsibility for technical work in the maintenance of Real Property files. The incumbent works closely with Senior Assessment Control Examiners, local Assessors and concerned members of the general public in clarifying assessment facts and rendering them into proper format. On the county level, this position requires periodic training of local assessors in the file maintenance of the Real Property Information System. The work is performed under the direct supervision of a senior level staff member who provides assistance with difficult or unusual problems whenever they arise. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Codes real property identification, valuation, and taxation information for entry into electronic data processing system;

Operates computer control console to enter, modify and delete information;

Operates auxiliary equipment to verify and manipulate data;

Receives, codes, and enters corrections and updates from property record change forms;

Replies to local assessors questions on use and maintenance of the County's Real Property Information System;

Responds to questions and complaints from the general public regarding information on tax rolls or bills;

Organizes, identifies, and applies standardized control procedures to data management information received or distributed;

Corresponds with State Office of Equalization and Assessment concerning problems in use of State system;

Edits input and output materials for accuracy and proper format;

Maintains a variety of data and correspondence files;

Attends periodic training courses and seminars as they apply to local Assessors and the Real Property Information System;

May assist local Assessors with in-field property review, data collection, sketching plot plans, coding data, and computing assessments;

May perform other clerical duties on a limited basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of Real Property terminology and standard documents and forms;

Good knowledge of Data Collection methods and procedures;

Good knowledge of File Maintenance procedures of the Real Property Information System;

Working knowledge of the Real Property Assessment Information System;

Working knowledge of Real Property Assessment Information Systems;

Working knowledge of all phases of the local Assessors' responsibility;

Ability to read and interpret property record forms;

Ability to edit computer input and output for accuracy and format;

Ability to deal courteously and efficiently with the public;

Attention to detail.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; or
- (b) Two (2) years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as Assessor, appraiser, valuation data manager or real property appraisal aide. Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks: collection and recording of property inventory data, preparation of comparable sales analysis reports, preparations of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: In evaluating the experience described in paragraph (b), the following conditions shall apply:

- 1) It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and sample of finished products. Mere listing of real property for potential sale, or preparation of asking prices for real estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience.
- 2) For the purpose of crediting full-time paid experience, a minimum of thirty (30) hours per week shall be deemed as full-time employment.
- 3) Three (3) years of part-time paid experience as sole assessor or as chairman of the board of assessors shall be credited as one (1) year of full-time paid experience, and five (5) years of part-time paid experience as a member of a board of assessors shall be credited as one (1) year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.