

Jurisdictional Class: Competitive
Adopted: December 9, 1977
Revised: July 30, 2010

SENIOR ASSESSMENT CONTROL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This position involves a variety of technical tasks in the collection, analysis, storage, transmission, and retrieval of assessment data for real property files. Incumbents may train and assist local assessors in collecting and updating information relating to real property parcel descriptions and valuation. On the County level, duties also involve supervision of data preparation and analysis in the Real Property Tax Service Office and, upon assignment, serving as a County designated Assessor. The work is performed under the general direction of the Town Supervisor or Director of Real Property Tax Services. Supervision is exercised over the work of a small number of Assessment Control Examiners. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May train and assist local assessors in collection, recording, and using real property valuation data;
Assists local assessors directly in updating parcel descriptions and valuations on a periodic basis;
Assists in the qualification and processing of property exemptions;
Provides liaison among tax mappers, local assessors, government agencies, and property owners;
Determines reasons for errors on computer edit lists and instructs assessors in procedures for correction;
Reviews file content sheets for problems prior to processing;
Edits computer printouts for accuracy and format;
Assists in the design and analysis of valuation models;
Maintains contact with Office of Real Property Services regarding valuation procedures, equalization rates, and policy guidelines;
Assists in manipulating data during various phases of valuation computer runs to generate impact notices;
May supervise Assessment Control Examiners and coordinates use of computer equipment;
Assists in modifying and updating procedures manuals;
Prepares records and reports as required;
May attend New York State training courses as appropriate;
On the County level, may serve as a locally state appointed Assessor for specific municipalities providing professional work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of real property terminology and standard documents and forms;
Thorough knowledge of data collection methods and procedures;
Thorough knowledge of tax mapping in relation to interpreting deeds and allocating land types for valuation purposes;
Thorough knowledge of the Real Property Assessment Information System;
Thorough knowledge of file maintenance procedures of the Real Property system;
Good knowledge of appraisal techniques, market, cost, and income;
Working knowledge of income capitalization and the ability and knowledge to read the flaws in income and expense statements used to dispute commercial values;

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Working knowledge of methods to extract land values from sales;
Working knowledge of all phases of the local assessors' responsibilities;
Knowledge of common building structures and building materials to determine various grades and conditions as they effect valuation;
Skill in resolving technical problems;
Ability to understand the implications of different types of conveyances and different types of financing to determine their validity for ORPS comparative purposes;
Ability to assist in defending assessments in Small Claims Court;
Ability to maintain a calm demeanor when defending assessments;
Ability to read and interpret property record forms;
Ability to edit computer input and output materials for accuracy and format;
Basic understanding of statistical analysis in relation to understanding residential assessment ratios, coefficients of dispersion, and Computer Assisted Mass Appraisal (CAMA) studies as generated by the Office of Real Property Services (ORPS);
Tact and courtesy when confronted with taxpayer complaints.

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 and one (1) year 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
- (b) Three (3) years of satisfactory full-time experience as listed in (a) above; 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 (a) and (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.
- (4) In no case shall less than one (1) year of the experience described in paragraph (a) be acceptable.

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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.

SPECIAL REQUIREMENTS FOR THOSE SERVING AS A LOCALLY STATE APPOINTED ASSESSOR FOR SPECIFIC MUNICIPALITIES: Appointed assessors must obtain basic certification by New York State Office of Real Property Services within three (3) years of appointment.

Certification requirements for assessors are stated in Part 188-2 of the Rules and Regulations of the State Board of Real Property Services.