

**DEPARTMENT:** DEPUTY ASSESSOR  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** 10/29/98

**DEPUTY ASSESSOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work in the evaluation and assessment of real property for tax purposes and special ad valorem levies. Responsible for the collection, assimilation and codification of appraisal information and exercising judgement in assessing real property. Work is performed under the general supervision of the Assessor, but is expected to work independently. In the absence of the Assessor, assumes the duties as Acting Assessor. May exercise direct supervision over the work of technical or clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Compiles and reviews records, descriptions, and property information values; analyzes and compares property descriptions, records, and values against established comparisons;
2. Reviews and analyzes current sales comparisons; uses independent judgement in conducting and developing new comparison standards;
3. Places value estimates on all of the existing new and improved properties according to developed standard comparisons and market values; including mobile home parks;
4. Assists in the functions of and attends all the hearings of the Board of Assessment Review;
5. Assists in preparation for and participation in Small Claims Proceedings and Tax Certiorari Cases;
6. Acts as Liaison between the Town and all School Districts served by the Municipality; and
7. Supervises and trains staff members in the techniques of Appraisals and Assessments.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONNAL CHARACTERISTICS:**

Good knowledge of the New York State Real Property Tax Law and its application in assessment practice including exemption eligibility requirements and application of exemptions to assessment; good knowledge of current assessment practices; good knowledge of financial record keeping; working knowledge of computer applications including databases, spreadsheets and word processing; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; working knowledge of the New York State Real Property Information System and its function; ability to use office machines including but not limited to calculators, computers, typewriters and copiers; ability to learn modern principles and practices of residential and commercial real property appraisal for assessment purposes; ability to prepare factual and analytical reports; ability to read basic building drawings and survey maps; ability to plan and supervise the work of clerical and support staff; ability to deal well with the general public and governmental agencies; ability to communicate effectively, both orally and in writing; ability to draw building sketches clearly and correctly; integrity; sound judgement; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State Equivalency Diploma:

- AND:** 1. Graduation from an accredited four (4) year college and one (1) year of experience, or;  
**OR** 2. Graduation from an accredited two (2) year college and two (2) years experience, or;  
**OR** 3. Three (3) years of satisfactory paid experience in an occupation involving valuation of real property;  
or:  
4. Certification by New York State as a qualified candidate for Assessor.

**SPECIAL REQUIREMENTS:**

1. Must possess a current New York State Drivers License.
2. After appointment must obtain all certification as set forth in the New York State Rules of the Office of Real Property Services, subpart 188-2, as required of the Town Assessor.