

ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for gathering data necessary to determine real property values for purposes of taxation and preparation of an annual assessment roll by evaluating and appraising real property in the City. The incumbent in this position is responsible for establishing market values for neighborhoods by analyzing recent sales, recommending assessments of various properties by reviewing values and comparing sales, and inspecting and tracking permits for new construction and/or remodeling of residential and commercial properties. The work is performed under the general supervision of the City Comptroller with wide leeway allowed for the exercise of independent judgment in decision making in accordance with guidelines and policies established by the New York State Office of Real Property. Supervision is exercised over the Real Property Appraiser and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Completes annual valuations of real property such as residential and commercial property by conducting field visits, inspecting existing establishments and reviewing information regarding recent sales;

Establishes market values for neighborhoods by analyzing sales in the neighborhood and determining values using prescribed formulas set by the New York State Office of Real Property;

Inspects permits for new construction and remodeling projects for the purposes of maintaining and updating the New York State Real Property System:

Supervises the activities of the Real Property Appraiser and clerical staff by reviewing and approving their work;

Conducts assessment negotiations with City departments providing the documentation supporting the valuation determination;

Prepares a variety of documents in accordance to the New York State Office of Real Property such as quarterly sales reports, the State Assessors Annual Report and other related assessment documents;

Maintains data and records and prepares correspondence and reports related to real property appraisal and assessments;

Maintains and updates data in the State Real Property System;

Administers all tax exemptions for the City such as the Enhanced Star, Veterans, and the Aged;

Reviews and makes determination of requests for tax exemptions;

Assists the City Comptroller with establishing tax rates for the City and School District by compiling data, analyzing data and recommending values based on the analysis;

Defends city assessments in Small Claims Court;

Manages the sales of foreclosed properties by ensuring the properties receive the necessary repairs to before they are sold;

Attends City Council meetings to inform and advise on pertinent issues related to assessments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws governing the valuation and assessment of real property;

Thorough knowledge of the practices and methods used in appraising all types of real property including residential, industrial and commercial;

Thorough knowledge of residential and commercial building construction methods, material, and their costs;

Good knowledge of deeds and other real property records;

Ability to make and check arithmetic computations with speed and accuracy;

Ability to supervise the work of others;

Ability to establish and maintain effective working relationships with the others;

Ability to communicate effectively both orally and in writing;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and six (6) months satisfactory full-time experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like. 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, preparation of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value. It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and samples 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; or

- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience as defined in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as defined in (a); or
- (d) Certification by the State Board of Real Property Services as a candidate for Assessor.

SPECIAL NOTE:

In evaluating the experience described in paragraph (a) the following conditions shall apply:

- (1) if the Assessor has been previously certified by the State Board as a State certified Assessor pursuant to Section 188-2.1 of this subpart while serving as an elected Assessor, such certification is equivalent to one (1) year of the experience described in paragraph (a) if it has not expired;
- (2) for the purpose of crediting full-time paid experience, a minimum of 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; and

- (4) 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
- (5) in no case shall less than six (6) months of the experience described in (a) be acceptable.