

Deputy Assessor

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Assessor with a variety of duties involving valuation and assessment determinations for tax purposes and the preparation for an annual assessment role. In the absence of the Assessor, the Deputy Assessor assumes the duties as the Acting Assessor. Work is performed under the general supervision of the Assessor in accordance with established procedures permitting some leeway for the exercise of independent judgment. Direct supervision may be exercised over subordinate staff. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Values and revalues parcels of real property annually;
Manages department operations and implements policies established by the Assessor;
Assists in preparing reports of assessment activities as required by the NYS Office of Real Property Tax Services;
Confers with taxpayers to resolve disputes;
Supervises and trains staff in technique of appraisal and assessment practices, as directed by the Assessor;
Utilizes and assists in maintenance of current tax maps and property record cards;
Makes changes in assessments in accordance with law, as directed;
Assists in receiving complaints filed and transmitting them to the Board of Assessment review;
Review and assists in making determinations with respect to applications for tax exemptions;
May attend hearings by the Board of Assessment Review, Small Claims Assessment Review, and other pending litigation proceedings;
Continues education as required by New York State or the Assessor to keep current with changes in appraisal practices and the NYS Real Property Tax Law;
May attend the public examination of the tentative assessment roll at times prescribed by law.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL 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 assessments;
Good knowledge of methods used in appraising all types of real property;
Good knowledge of the theory, principals and practices of real property valuation and assessment;
Working knowledge of legal terminology used in deeds, liens, property descriptions and tax records;
Working knowledge of deeds and other real property records;
Working knowledge of the New York State Real Property Information System and the NYS tax mapping system;
Ability to prepare factual and analytical reports;
Ability to make and check arithmetic computations with speed and accuracy;
Ability to establish and maintain effective working relationships

with the general public and governmental agencies;
Ability to communicate effectively, both orally and in writing;
Ability to supervise the work of clerical and support staff;
Ability to negotiate to successfully deal with complaints, disputes
and pending litigation;
Integrity;
Courtesy;
Tact.

MINIMUM QUALIFICATIONS:

- A) Completion of 60 semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two years experience in the valuation or appraising of real property; OR
- B) Possession of a brokerage or appraisal license and two years experience in the valuation or appraising of real property; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.