

## ASSESSOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Incumbent will undergo on-the-job training directed towards qualification as an Assessor. An incumbent in this position assists in carrying out the mission of the Real Property Department and the valuation of real property. Work is performed under the direction of an ASSESSOR and the appointing authority. Trainee appointments consist of a one-year probationary period, following which an incumbent receiving a satisfactory rating qualifies for advancement to either an ASSESSOR or an ASSESSOR (City, Town or Village) without further examination. An Assessor Trainee does related work as required.

### TYPICAL WORK ACTIVITIES:

- Learn and assist with annual evaluations of real property;
- Utilize and maintain current tax maps and appraisal cards;
- Collect and record data relating to the value of real estate;
- Seek county advisory services to assist in determining values of certain parcels;
- Attends hearings of the Board of Assessment Review;
- Assists with changes in assessments in accordance with Law as directed by the Board of Assessment Review;
- Attends the public examination of the tentative assessment roll at times prescribed by law;
- Receives complaints filed and transmits them to the Board of Assessment Review;
- Prepares reports of assessment activities as required by the appointing authority or the State Board of Real Property Services;
- Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
- Helps reviews and make determinations with respect to applications for tax exemptions.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Knowledge of making an appraisal of all types of real property including industrial, commercial and other complex properties; knowledge of the theory, principles and practices of real property valuation and assessment; knowledge of residential and commercial building construction methods, materials and their costs; knowledge of laws governing the valuation and assessment of real property; knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officers and the Assessment Review Board; ability to plan, work and supervise the work of others, integrity; tact; courtesy, good judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from high school, or possession of an accredited high school equivalency diploma; AND one year of satisfactory full-time paid 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. 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) Possession of at least an associate degree;

OR

C) Certification by The New York State Office of Real Property Tax Services (ORPTS) as a candidate for assessor

NOTE:

These persons must also become certified for these positions by completing a basic training program. The basic certification training requirements are prescribed in 20 NYCRR §8188, Rules for Real Property Tax Administration.

Minimum qualification standards for appointed assessors are established pursuant to 20NYCRR Section 8188-2.2. All standards set by this provision must be met before a Trainee can move into the ASSESSOR position.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/28/24