

## ASSISTANT CITY ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assessor, an incumbent of this class performs a variety of work relating to the assessment and appraisal of real property for taxation purposes. This is a professional appraisal position responsible for overseeing, monitoring, determining and defending the value of real property within the City for compliance with New York State Real Property Tax Law. An incumbent reviews, obtains, analyzes and reports factual and relevant data to support real property valuation estimates and the determination of assessed values for purposes of taxation. The Assistant City Assessor acts for and on behalf of the City Assessor. Supervision is exercised over subordinate staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Inspects properties, collects data, records details (sketching and calculating gross building and gross living areas, taking and cataloging property photographs) and determines assessment values;

Completes "in house" appraisals and makes offers to be used in negotiations with complainant's counsel and appraisers; reviews contracted appraisals;

Sets new assessments and assists in preparing tentative and final assessment rolls to show increase or decrease in assessments because of new construction, demolition, fire damage, or property exemptions;

Reviews income and expense statements and real estate appraisals in response to grievance and tax certiorari claims and assists corporate counsel in settling cases;

Reviews the merits of small claims cases and negotiates these cases with tax representatives; interviews and hires outside appraisers when necessary for court appearances and expert testimony preparation;

Work with the Board of Assessment Review to summarize grievances and assists City Assessor with responding to questions posed by the Board;

Provides information to the taxpayers and general public and responds to FOIL requests;

Prepares statistical reports for City Assessor including City wide and neighborhood valuation trends, median and average home prices, sales breakdown per price tier, rental values, expense data and capitalization rates;

Assists City Assessor in preparation of reports required by New York State and Westchester County; reviews and catalogs all sales data and NYS ORPTS annual reports including residential assessment ratio / equalization rate;

Assists City Assessor with establishing and meeting department goals including project management and follow up;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares and conducts presentations on departmental practices and procedures;

Acts for and on behalf of the City Assessor in his/her absence;

Represents the City Assessor at various meetings and hearings, as required;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern real property valuation and assessment theory, principles, and practices; good knowledge of residential and commercial building construction practices and costs; good knowledge of legal terminology used in deeds, liens, property descriptions, tax records and related property records; good knowledge of New York State Real Property Tax Laws; ability to perform independent financial and valuation research; ability to make accurate arithmetic calculations of land areas and the floor areas of structures; ability to interpret and explain assessment practices and regulations to taxpayers; ability to deal effectively and cooperatively with the public; ability to plan and supervise the work of others; ability to prepare written and oral reports; ability to read, comprehend and make simple sketches, maps and plans; ability to understand and follow complex technical oral and written directions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good powers of observation; integrity; tact; courtesy; good judgment; thoroughness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and four (4) years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as appraiser, valuation data manager, real property appraisal aide or the like, three (3) years of which must have been in a full-time paid position requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports; or

(b) graduation from an accredited two or four year college\* with a major in a related field and a minimum of twelve (12) credit hours in real property appraisal courses and two (2) years of satisfactory full-time paid experience as described in (a), that also requires the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.

SUBSTITUTION: Satisfactory completion of 60 college credits\* in a field related to real property appraisal may be substituted for one (1) year of the experience described in (a), however, three (3) years of experience must have been in a full-time **paid position** requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.

\*SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENTS:

1. Real Property Appraisers must complete a basic course of training within one year of commencement of his/her certification requirement as prescribed in Codes, Rules and Regulations of the State of New York, Title 20, Part 8188, Subpart 8188-2.6. It is the responsibility of the appointing authority to ensure that the candidate has been certified or recertified throughout employment in accordance with this rule.
2. At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.