

REAL PROPERTY TAX SERVICE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Real Property Tax Service Agency and involves responsibility for performing a variety of clerical tasks in assisting with the administration of the county property valuation program. The tasks include collection and maintenance of physical property inventory data used for predicting residential, agricultural, commercial and vacant land property values utilizing computer assisted mass appraisal techniques. This work also involves responsibility for occasionally conducting field reviews to insure that file information and property descriptions, maintained by the county on each parcel for tax assessment rolls is correct. The work is performed under general supervision of the Director of Real Property Tax Service Agency. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs activities concerned with preparation of assessment tax rolls, extended rolls, indices and tax bills by checking for accuracy and content of data collected;
- Conducts research and gathers property valuation data from a variety of sources including tax books, assessment rolls, deeds and tax maps to obtain additional information;
- Prepares tax data in machine-readable format and coordinates details for input into computer and verifies output;
- Balances property exemption totals with computer processed figures for school district, special franchise, public service, exempt and State owned lands;
- Reviews and approves or revises changes to the assessment rolls;
- May explain operation of data processing system and its relationship to assessment records to assessors, attorneys and the public;
- Prepares various clerical reports relating to property valuation;
- Assists Town Assessors by demonstrating proper methods and procedures for maintaining and updating assessment records;
- Corrects errors on tax rolls and resolves existing problems;
- Conducts reviews to cross-check and verify that property description maintained on computer printouts for tax assessment purposes contain accurate information;
- Prepares assessment rolls for Town Assessors and Tax Collectors;
- Prepares tax rolls for County Treasurer;
- Compiles data for and helps in the preparation of simple financial and statistical reports;
- Uses a variety of records and guide to check specific features of listed property;
- May operate data entry terminal to update or retrieve property valuation data in the computer;
- May operate Diazit printmaker, plate maker, microfilm equipment, computer, check writing equipment, and other office machines;
- Sorts, indexes, and files requisitions, vouchers, ledger cards, and other materials;
- Types and maintains various records;
- May prepare, compile, and verify payroll records;
- Maintains file of computer listing property description change forms;
- Performs general clerical duties as assigned.

FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of modern real estate valuation methods; working knowledge of New York State Real Property Information System; working knowledge of modern methods of keeping and reviewing financial accounts and records; ability to read and understand property valuation and assessment; ability to explain basic concepts of the real property tax data processing system to Town Assessors, appraisers, attorneys and the public; ability to establish and maintain effective working relationships with supervisors, co-workers and the general public; ability to collect and record property valuation information from a variety of sources; ability to operate a data entry device; ability to interpret details on property sketches, maps and plans; ability to deal with the public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and -
Either: (A) One year of responsible clerical experience in real estate evaluation work or in the control of data used in computer processing application;

Or (B) Two years of general clerical experience;

Or (C) Any equivalent combination of training and experience as defined by the limits of (A and (B) above.

Competitive Class

Adopted 10/10/1989 CSC Action

Revised 8/10/2007 Personnel Officer