

DEPARTMENT: TOWNS
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 14, 2025

ASSESSOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent will undergo on-the-job training in order to qualify as an Assessor while assisting with carrying out the mission of the municipal Assessor's Office. Work is performed under the direction of the Assessor and the appointing authority. Trainee appointments are limited to one (1) year, during which time employees are required to satisfactorily complete the training and experience requirements of the New York State Office of Real Property Tax Services (ORPTS). If the employee fails to be certified as an Assessor within this traineeship, his/her employment will be terminated. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Learns and assists with annual evaluations of real property;
2. Utilizes and maintains current tax maps and appraisal cards;
3. Collects and records data relating to the value of real estate;
4. Seeks county advisory services to assist in determining values of certain parcels;
5. Attends hearings of the Board of Assessment Review;
6. Assists with changes in assessments in accordance with law as directed by the Board of Assessment Review;
7. Attends the public examination of the tentative assessment roll at times prescribed by law;
8. Receives complaints filed and transmits them to the Board of Assessment Review;
9. Prepares reports of assessment activities as required by the appointing authority or the State Board of Real Property Services;
10. Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
11. Helps to review and make determinations with respect to applications for tax exemptions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of making an appraisal of all types of real property including industrial, commercial and other complex properties; working knowledge of the theory, principles and practices of real property valuation and assessment; working knowledge of residential and commercial building construction methods, materials and their costs; working knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and related property records; skill in using modern office software applications (including word processing, spreadsheets, and databases) and peripheral devices at an acceptable rate of speed and accuracy; 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; integrity; tact; courtesy; sound professional judgment; physical condition sufficient to perform the essential functions of the position.

CONTINUED

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MINIMUM QUALIFICATIONS: Graduation from high school, or possession of an equivalency diploma **AND** one (1) of the following:

1. One (1) 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**
2. Possession of at least an associates degree; **OR**
3. Certification by the New York State Office of Real Property Tax Services (ORPTS) as a candidate for assessor.

NOTE:

1. Degrees 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;
2. Trainees must complete a basic training program as prescribed in 20 NYCRR §8188, Rules for Real Property Tax Administration;
3. 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.