

ASSISTANT CITY ASSESSOR

General Statement of Duties and Responsibilities

This class of positions encompasses entry level professional work. Employees are trained in and perform routine level professional assessing work. There are two (2) Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under direct supervision is trained in and performs the following tasks:

Typical Tasks

Is assigned to a training class and/or the district of a City Assessor to physically examine and evaluate real property that has been pre-selected as useful for the development of assessing skills.

Assists City Assessors in the physical inspection of real property.

Takes measurements and writes descriptions of property.

Obtains pertinent data regarding property, values, and transactions from owners, lessors and lessees, superintendents or other building representatives, brokers, pertinent publications, other departments of government, etc.

Assists City Assessors in field investigations relating to applications for exemptions.

Checks on the continued use of exempt properties.

Reads maps and building plans, makes simple title searches, does computations and performs other related analytical and technical work.

Prepares timely reports and maintains detailed records, as required.

ASSISTANT CITY ASSESSOR (continued)

Assignment Level II

Under direct supervision performs the following tasks:

Physically examines and evaluates real property. Assignments at this level may include Class I, II, III or N properties, selected for training purposes to prepare the employee, for handling both stable properties and those made more complex due to major physical change, construction, sales, etc.

Reviews records and interviews property owners and their representatives, managers, real estate brokers, lessors and lessees, businessmen, etc. Calculates taxable value of real property by application of assessment principles and techniques.

Performs related analysis and computation work.

Prepares reports and maintains records, as required.

May incidentally perform duties described under Assignment Level I.

In the temporary absence of City Assessor supervisor, may perform the duties of that individual.

NOTE: Class I, II, III, and IV properties are as defined in Sec. 1802 Real Property Tax Law.

Qualification Requirements

1. A baccalaureate degree or higher from an accredited college or university; or
2. An associate degree from an accredited college or university or sixty (60) semester credits from an accredited college or university, and one (1) year of full-time satisfactory experience in real estate work involving the valuation of real property; or

ASSISTANT CITY ASSESSOR (continued)

Qualification Requirements (continued)

3. A four-year high school diploma or its educational equivalent and two (2) years of full-time satisfactory experience in real estate work involving the valuation of real property; or
4. Education and/or experience equivalent to "1", "2" or "3" above; however, all candidates must have a high school diploma or its educational equivalent. College credit listed in "2" above may be substituted for experience on the basis of thirty (30) semester credits from an accredited college or university for six (6) months of the experience described in "2" above.

Direct Lines of Promotion

From: Assistant City
Assessor Trainee (40200)

To: City Assessor (40202)