REAL PROPERTY TAX SERVICE ASSISTANT
Tompkins County

Classification: Competitive
Labor Grade: 0
Approved: 0

MINIMUM QUALIFICATIONS: EITHER

(a) Graduation from high school or possession of a high school equivalency diploma and one year experience involving the use of real property valuation, real estate, title searching or assessment terminology or records; **OR**

(b) Three (3) years of experience as defined in (a); **OR**

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for performing a variety of clerical tasks in assisting the administration of the county valuation program. The incumbent will be involved in updating property cards. The work is performed under the general supervision of the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgment in carrying out the details of the work assignment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides comparable sales data, tax information, map descriptions, assessment process and exemption procedures relative to tax rolls to the public and others;
- 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 to assist public with requests;
- Assists town assessors by demonstrating proper methods and procedures for maintaining and updating
- assessment records;
- Reviews and approves or revises changes to the assessment rolls;
- Corrects errors on tax rolls and resolves existing problems;
- Uses a variety of records and guides to check specific features of listed real property;
- Provides assistance to Town Assessors, Town Supervisors and the general public in explaining the
- operation of the New York State Real Property Information System and its relationship to the
- Assessment Roll Levy Module (ARLM), Data Management and the Valuation Module;
- Maintains file listing property description change forms;
- Prepares various clerical relating to property valuation;
- May operate data entry terminal to update or retrieve property valuation data in a computer;
- May prepare tax data in machine readable format and coordinate details for input into computer and verify output;
- Provides assistance to veterans and aged persons relative to application for partial tax exemption.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Working knowledge of real property values;
- Working knowledge of modern real estate valuation methods;
- Working knowledge of New York State Real Property Information System;

- Ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessments;
- Ability two explain basic concepts of the real property tax data processing system to Town Assessors, appraisers, attorneys, and the general public;
- 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.