

TOWN OF WASHINGTON
ASSESSOR AIDE/DATA COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is specialized clerical work involving the maintenance of assessment records under general supervision of the Assessor and Town Clerk. An employee in this position is required to be proficient with using a computer and internet for research, entry and retrieval of information. The work involves the use of independent judgment and requires a self-motivated individual.

TYPICAL WORK ACTIVITIES:

1. Assists Assessor in maintenance of assessment roll by reviewing accuracy of property data used for determination of valuation;
2. Records changes and updates property information in Real Property System (RPS) software, as necessary;
3. Performs a variety of clerical tasks, including filing and operating office machinery;
4. Data inquiries, entry and research using documents, maps, software and internet;
5. Reviews property records to extract pertinent information and reports discrepancies in records to the Assessor.
6. Updates property record cards and uses sketching software for updating and adding structures to the diagram files;
7. Review of real estate sales and listings for comparison to property card and Real Property System (RPS) data;
8. Assists Assessor with field inspections for appraisal and reappraisal and makes field notes; and
9. Performs related work, as required, and may be assigned to work within other Town departments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Independent, self-starter that is organized and detail-oriented. Good knowledge of maintenance of real property assessment records; proficient user of office software packages to produce a variety of reports and for database management to track information. Knowledge of Dutchess County RPS system preferred. Working knowledge of software used, office terminology, procedures and equipment. Ability to work independently, but also be a team player and get along well with others; ability to understand and follow oral and written instructions; tact; courtesy. physical condition commensurate with the demands of the position including sitting for long periods of time, ability to lift and move file boxes up to 20 pounds. Requires outside field review in a variety of weather conditions. Prefer a candidate with real estate sales, appraisals or equivalent experience.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of two years of college or business school or secretarial school;
- OR: (B) Two years of full-time clerical work experience;
- OR: (C) One year of full-time work experience (or equivalent part time experience) in an office involved in the sale, transfer or evaluation of real property, such as real estate office, Assessor's Office or real property tax service agency;
- OR: (D) An equivalent combination of training and experience.

SPECIAL REQUIREMENT:

New York State Driver's License.
Dependable motor vehicle.

Candidates must indicate experience with software programs and skill level.

RP0301

ADOPTED: 01/30/84

REVISED: 06/02/86 01/31/91 01/09/09

TOWN OF WASHINGTON: Revised 1/4/2021