

## **ASSESSING AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine office and fieldwork which involves gathering, assembling and recording data, and preparing and maintaining records related to property assessment. The work is performed under the supervision of the Assessor or a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists with fieldwork to collect and record property-related data which is used for valuation purposes;  
Inputs property transfers, name and assessment changes, property sales records and other updates into the electronic real property system;

Revises assessment rolls to reflect current ownership, address, lot size, property type, etc.;

Prepares assessment documents and other relevant materials for the tax roll;

Assists higher-level real property and assessing staff in reviewing building permits to ensure current property record cards and real property system entries reflect accurate updates;

Maintains records and prepares basic reports based on collected data;

Responds to inquiries and provides general information to the public via phone, mail, e-mail and in person;

Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;

May assist in revising digital and physical property records by updating floor, building and plot plans to reflect property changes;

May assist in verifying eligibility for veteran and senior citizen property tax exemptions;

May help review and verify assessment rolls and records;

May assist in preparing reports detailing changes to the tax rolls;

May help verify building and land measurements.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of business arithmetic and English; ability to understand and carry out basic oral and written directions; ability to prepare simple reports; ability to maintain records; ability to establish and maintain cooperative relationships with others; ability to communicate effectively; ability to use computer programs and applications\*.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical or business experience; or
2. An Associate's degree and one (1) year of office clerical or business experience.

**NOTES:** A Bachelor's degree or higher may be deemed fully qualifying.

\*To be demonstrated during the probationary term.

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Competitive

06.18.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.