

## **DEPUTY ASSESSOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and managerial work of a complex nature involving the professional assessment of real property valuation in a town for taxation and special ad valorem levies. In addition, an incumbent of this position will act generally for and in place of the Assessor. The work is performed under the general direction of the Assessor or a higher-level administrator. Supervision is exercised over supporting appraisal and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Assessor in conducting property assessments and determining property values for tax purposes;  
Collects and analyzes data related to property characteristics, ownership, and sales;  
Conducts property inspections to assess condition, improvements, and other relevant factors;  
Assists in the valuation of properties based on market trends, sales data, and assessment methodologies;  
Assists in the preparation of assessment reports, appeals, and other documentation as required;  
Assists the Assessor in preparing statistical and narrative reports;  
Oversees compliance with mandated changes, ensuring adherence to legal requirements for appraisal and auditing operations;  
Attends hearings and meetings, (e.g., Board of Assessment Review (BAR), public, town board, etc.);  
Supervises and trains appraisal and clerical staff.

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

Thorough knowledge of the theory, principles, and practices of real property valuation and assessment; thorough knowledge of laws governing the valuation and assessment of real property; good knowledge of residential and commercial building construction methods, materials and their costs; good knowledge of deeds and related property records; ability to prepare reports; ability to supervise the work of others; ability to prepare, understand and interpret written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective relationships with others.

### **MINIMUM QUALIFICATIONS:**

- a. Graduation from high school or possession of equivalency diploma and six (6) years of full-time work experience involving the valuation of real property, (e.g., assessor, real property appraiser, real estate appraiser, valuation data manager, real property valuation assistant, etc.); or
- b. Associate's degree which included or was supplemented by fifteen (15) credits in either Business, Accounting, Real Estate, Economics, Surveying, Engineering, Architectural Technology or Public Administration, or comparable curriculum and four (4) years of full-time work experience involving valuation of real property, (e.g., assessor, real property appraiser, real estate appraiser, valuation data manager, real property valuation assistant, etc.); or
- c. Bachelor's degree or higher in either Business, Accounting, Real Estate, Economics, Surveying, Engineering, Architectural Technology or Public Administration or comparable curriculum and two (2) years of full-time work experience involving the valuation of real property, (e.g., assessor, real property appraiser, real estate appraiser, valuation data manager, real property valuation assistant, etc.).