



Seneca County
Personnel Department

1 DI PRONIO DRIVE
WATERLOO, NEW YORK 13165

Kathy Corona
Personnel Officer

JoLyn Yochum
Personnel Technician

Tel: 315-539-1710
Fax: 315-539-1658

TO: ALL APPLICANTS APPLYING FOR **REAL PROPERTY TAX SERVICE AIDE**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title for a vacancy with the Town of Seneca Falls.

REAL PROPERTY TAX SERVICE AIDE DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing a variety of clerical tasks in assisting with the administration of a property valuation program. The tasks include collection and maintenance of physical property inventory data used for predicting residential, agricultural, commercial and vacant land property values utilizing computer-assisted, mass appraisal techniques. This work also involves responsibility for occasionally conducting field reviews to insure that file information and property descriptions maintained on each parcel for tax assessment rolls is correct. The work is performed under general supervision of the Assessor, with leeway allowed for the exercise of independent judgement in carrying out the details of work assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Assist in activities concerned with preparation of assessment tax rolls, and content of data collected;

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;

Prepares tax data in machine readable format and coordinates details for input into computer and verifies output;

Assists in balancing property exemption totals with computer processed figures for school district, special franchise, public service, exempt and state-owned lands;

Assists Assessor in making reviews and approves or revises changes to the assessment rolls;

Confers with general public, attorneys on appraisal related matters;

May explain operation of data processing system and its relationship to assessment records to assessors, attorneys and the public;

Prepares various clerical reports relating to property valuations;

Corrects errors on tax rolls and resolves existing problems;

Conducts field reviews to cross-check and verify that property description maintained on computer print-outs for tax assessment purpose contain accurate information;

Uses a variety of records and guides to check specific features of listed property;

May operate data entry data terminal to update or retrieve property valuation data in the computer;

May operate Diazit printmaker, platemaker and microfilm equipment;

Maintains file of computer listing property description change forms.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of building methods and 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 valuation and assessment; ability to explain basic concepts of the real property tax data processing system to Town Assessors, appraisers, attorneys and the public; ability to collect and record property valuation information from a variety of sources; ability to operate a data entry device; 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.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A) Two years of responsible clerical experience in work involving familiarity with Real Property Assessment Records, Real Estate Values or Title Searching Techniques or similar field; OR
- B) Three years of full-time paid responsible clerical experience; OR
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.