

Civil Division: Towns
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 03/03/06

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 the county and/or town property valuation program. The tasks include collection and maintenance of tax rolls including physical property inventory data used for predicting residential, agricultural, commercial and vacant land property values utilizing computer assisted mass appraisal techniques. The work is performed under the general supervision of the town's Assessor with leeway allowed for the exercise of independent judgment in carrying out the details of work assignments. Supervision may be exercised over the work of subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews, discusses and makes changes to the assessment and levy rolls using ARLM system based upon direction of assessor or county director;
Coordinates activities concerned with preparation of assessment tax rolls, extended rolls, indices, tax bills, property transfers and exemptions;
Corrects errors on tax rolls and resolves existing problems;
Uses a variety of records and guides to check specific features of listed real property;
Works closely with data processing personnel in the revision and installation of new or updated versions of ARLM programs;
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 and RPS System;
Provides assistance to veterans and aged persons relative to application for partial tax exemption;
Maintains computerized real property assessment and data management valuation changes, corrects error messages on printout sheets by editing and cross-checking figures;
Balances property exemption totals with computer processed figures for school district, special franchise, public service, exempt and State-owned lands;
Prepares assessment rolls for Board of Legislators, County Treasurer, Town Assessors and Tax Collectors;
Provides comparable sales data, tax information, map descriptions, assessment process and exemption procedures relative to tax rolls to the public and others;
Computes County and Town tax bills, calculates refunds and corrections in real property taxes;
Conducts research and gathers property valuation data from a variety sources including tax books, assessment rolls, deeds and tax maps to obtain additional information;
Maintains file of computer listing property description change forms;
Prepares various clerical reports relating to property valuations;
Analyzes and interprets the accounting distribution of court orders, small claims and erroneous assessments;

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TYPICAL WORK ACTIVITIES cont'd

Receives unpaid school taxes, notifying schools of amounts being withheld due to cancellation or erroneous assessments;
May perform clerical duties for the Town Grievance Board;
May conduct field reviews to cross-check and verify that property descriptions maintained on computer printouts for tax assessment purpose contain accurate and current information;
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.

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 assessment; ability to explain basic concepts of the Real Property Tax Data Processing System to Town Assessors, appraisers, attorneys and the public; ability to operate a mainframe computer terminal or micro-computer in processing real property tax data; ability to collect and record property valuation information from a variety of sources; ability to interpret details on property sketches, maps and plans; ability to deal with the public; micro or mainframe computer literacy; keyboard competency; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in performing clerical duties in the management and control of data files used by the New York State Real Property Information System or an equivalent system involving the use of computers; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of clerical experience involving use of real property valuation, real estate, title searching, or assessment terminology and records; two (2) years of which shall have involved the use of computers; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) years of clerical experience involving maintenance of financial accounts and records; two (2) years of which shall have involved the use of computers.

Adopted: 04/27/89
Revised: 07/16/91; 03/03/06