

The Nassau County Department of Assessment is seeking candidates to fill the position of Assistant County Assessor Trainee.

GENERAL STATEMENT OF DUTIES

This is a competitive class trainee position. The period of trainee service shall be one year from the date of appointment from an appropriate eligible list, the service to be of such designated length as to satisfy the training and experience requirements for Assistant County Assessor. Upon the satisfactory completion of the designated trainee service, which also serves as the probationary period, an Assistant County Assessor Trainee shall obtain permanent status as an Assistant County Assessor.

COMPLEXITY OF DUTIES

Under direct supervision, the duties require the exercise of judgment in learning and assisting in the determination and review of routine tax assessments of real properties.

TYPICAL DUTIES

1. Learns and assists in determining and reviewing routine tax assessments of real properties.
2. Learns and assists in utilizing the income, market, and/or cost methods of valuation, as appropriate, to determine the assessed value of all classes of real property.
3. Learns and assists in determining market value of properties by performing comparable sale analyses.
4. Learns and assists in determining values from mergers and apportionments of tax lots.
5. Learns and assists in investigating and reviewing real property assessment challenges at the administrative and judicial stage.
6. Learns and assists in preparing analyses and reports for administrative and judicial review.
7. Assists in gathering real property information and data from various sources, including, but not limited to, field data, property owners, their representatives, contractors, protest applications, trade journals, income and expense reports, and market sales and listings.
8. Assists in physically examining and inspecting properties to obtain information relevant to assessments; learns to take measurements and write descriptions of properties.
9. Learns and assists in conferring with taxpayers and their representatives to settle open administrative and/or judicial tax assessment proceedings.
10. Learns and assists in representing the Department of Assessment in satellite offices; assists in responding to in-person inquiries from the public.
11. Assists in responding to and reporting on written protests by property owners by learning to review and analyze data pertaining to the original assessment.
12. Updates departmental databases with appropriate documentation.
13. Processes and performs data entry for tax exemptions.
14. May learn and assist in interpreting maps, surveys, building plans, and/or construction drawings.

*ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of real property terminology, documents, and forms.
2. Knowledge of work processing, spreadsheet, and database software.
3. Ability to learn the principles and techniques of real property appraisal.
4. Ability to learn the principles, practices and theory of real property assessment.
5. Ability to understand and interpret tax maps and site plans.
6. Ability to read, analyze and interpret leases, lease abstracts, financial statements, deeds, and rent rolls.
7. Ability to establish and maintain effective working relationships with associates, departmental administrators, vendor personnel, municipal administrators, and the public.
8. Ability to express oneself effectively, both orally and in writing.
9. Ability to read, analyze, and prepare written material.
10. Ability to conduct negotiations with the public and/or representatives.
11. Ability to learn computer programs specific to the County of Nassau.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Three years of satisfactory experience valuating real estate.

Necessary Special Requirement

Possession of an appropriate class, valid New York State Driver License. Must have available for use an operable automobile for the purpose of conducting on-site assessment duties.

NOTE: Completion of one year (30 credits) of education at a regionally accredited or New York State registered college or university may be substituted for the above-mentioned experience on a year-for-year basis up to a maximum of three years.

Must be a Nassau County Resident.

For consideration, please submit resume and cover letter to jobs@nassaucountyny.gov with "ACAT" in the subject line.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR