

## **Job Description**

Nassau County's Assessment Review Commission (ARC), serves a large community covering 453 sq. miles, with a population greater than 1 million residents. ARC's role and function is to provide property owners with an independent administrative review of their property's assessment for property tax purposes. ARC is seeking candidates for the position of Assistant County Assessor. The candidate will be required to perform appraisals of residential, commercial and/or non-residential property and determine full-market value on corrections of assessment applications.

## **Responsibilities:**

The Assistant County Assessor is expected to assist in supporting busy, fast-paced Assessment/Assessment Review Commission operations and will be responsible for:

- Appraising real property, residential, commercial and/or non-residential, for full market value on Assessment Review Commission final determinations.
- Maintaining a pace of work that will meet production demands with accurate appraisals
- Reviewing and analyzing evidence of value submitted by applicants in relation to the appraisal of real property.
- Learning to and thereafter performing reviews of applicant submissions for procedural and legal sufficiency. (training provided as necessary)
- Investigating, researching and determining full market value using valuation tools and evidence in addition to any evidence submitted by applicants.
- Interacting with applicants and/or their representatives with a professional demeanor to conference and/or settle their applications for correction of assessment.
- Miscellaneous Department functions as necessary, including but not limited to: Data entry, intake and review.

## **Skills:**

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

## MINIMUM QUALIFICATIONS

### Training and Experience

Graduation from high school

And

Four 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 meet residency requirements.

For consideration, please submit resume and cover letter to [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov) with "AR-ACA" 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