

Job Description

Nassau County's Department of Assessment (DOA), serves a large community covering 453 sq. miles, with a population greater than 1 million residents. DOA's role and function is to provide property owners the proper assessment and exemption administration for property tax purposes. DOA is seeking candidates for the position of Assistant County Assessor.

The candidate will be required to determine full market value of residential, commercial and/or non-residential properties and perform tasks and functions related to property tax administration.

RESPONSIBILITIES:

The Assistant County Assessor is expected to assist in supporting busy and diverse operations of the Department of Assessment and will be responsible for:

- Appraising real property, residential, commercial and/or non-residential, for full market value including the use of Mass Appraisal techniques.
- Maintaining a pace of work that will meet production demands with accurate market values
- Reviewing and analyzing income and expense statements submitted by property owners in relation to the valuation of real property.
- Learning to apply real estate practices to assist in requires functions of the department
- Investigating, researching and determining full market value using valuation tools and evidence in addition to any evidence from various research sources
- Interacting with property owners with a professional demeanor.
- Inspection of properties and reviewing data sources to update and value property alterations
- Miscellaneous Department functions as necessary, including but not limited to: Data entry, intake and review.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

- Considerable knowledge of the principles and techniques of real property appraisal.
- Considerable knowledge of the principles, practices and theory of real property appraisal and assessment.
- Considerable knowledge of real property terminology, documents, and forms.
- Considerable 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 with "AS-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