



CIVIL DIVISION  
CLASS SPECIFICATION

ASSESSMENT TECHNICIAN

DATE ADOPTED: 12/1/2004

LAST REVISION: 7/1/24

Page 1 of 2

**DISTINGUISHING FEATURES OF THE CLASS:**

Under the direct supervision of the Assessor or Real Property Appraiser, the incumbent of this class performs responsible work in the quantifying and qualifying of actual sales of real property actual sales of real property, any property with improvements not previously recorded, and/or any real property needing data inventory validation within the municipality, the field inspection (under supervision) of the property and a check of the accuracy of existing assessment. The incumbent will be required to establish and maintain technical databases through the use of various software. This position is distinguished from that of Real Property Appraiser by the following: all fieldwork is performed under direct supervision and the incumbents in this class do not make valuations of real property. Supervision of others is not usually a requirement of this class.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Makes a preliminary review of sales data, building records, and GIS data;
2. Checks assessment and building records for verification of information obtained (i.e. checks building plans, recorded measurements, validation of mathematical computations, etc.);
3. Conducts assigned field inspections (under supervision) relating to sales data, assessment records, building records, and GIS discrepancies;
4. Verifies assessment data;
5. Reports discrepancies in records;
6. Enters verified data, after review by the Assessor, in workbook and/or automated property/assessment record system;
7. May use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software;
8. May confer with the property owner, or their representative, including contracting them by mail, phone, or email to schedule a site visit;
9. Prepares rough/simple sketches of property details, i.e. site locations, building structures, decks, garages, patios, etc.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Familiarity with the field of real estate and assessment; working knowledge of legal terminology used in deeds, property descriptions, tax records, and mortgage instruments; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to make mathematical computations; ability to understand and carry out complex oral and written directions; ability to work effectively with the public; personal characteristics; physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) An Associate's degree in the field of Business Administration, Accounting, Mathematics, Computer Science, Engineering, GIS, construction management or a closely related field;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid work experience in the field of real estate, title searching or maintaining assessment records;



**CIVIL DIVISION  
CLASS SPECIFICATION**

**ASSESSMENT TECHNICIAN**

DATE ADOPTED: 12/1/2004

LAST REVISION: 7/1/24

Page 2 of 2

OR: (C) An equivalent combination of education, training, and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Competitive**

**REVISION HISTORY: 7/1/24**