

ASSESSMENT TECHNICIAN

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 within the municipality, the field inspection (under supervision) of the sale 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:

1. Makes a preliminary review and basic analysis of sales data;
2. Checks assessment 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;
4. Verifies assessment data;
5. Reports discrepancies in records;
6. Enters verified data, after review by the Assessor, in work book 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 taxpayer;
9. Prepares rough/simple sketches of property details, i.e. site locations, building structures, decks, garages, patios, etc.
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

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 deal effectively with the public; ability to get along with others; accuracy; integrity; resourcefulness; initiative; courtesy; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Two years of full time paid experience in the field of real estate, title searching or maintaining assessment records;
- OR: (B) An Associate's degree in the field of Business Administration, Accounting, Marketing, or a related field;
- OR: (C) An equivalent combination of "A" and "B" above.

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ADOPTED: 12/01/04