

REAL PROPERTY TAX AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining real property records including deeds, tax maps and other assessment records in the Real Property Tax Office. Other duties include answering questions regarding real property issues such as rates, exemptions and access to deeds and maps as well as assisting in the preparation of assessment and tax rolls. Work is performed under the general supervision of Assessment Control Clerks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with preparation of computerized tentative and final assessment rolls and county, town, school and village tax rolls;
 Reviews and verifies submitted information, data entry, calculations of county, town and special district tax rates;
 Gathers property valuation data from a variety of sources including tax rolls, assessment rolls, deeds and tax maps to assist the public with requests for information;
 Balances property exemption totals and tax assessment totals using a personal computer;
 Identifies errors on assessment rolls and makes corrections as directed;
 Answers telephone and provides information to the public;
 Coordinates distribution of property transfer information;
 Maintains databases regarding property transfers and tax map parcel changes;
 Prepares, maintains and balances payroll and financial records;
 Reviews assessment totals submitted by assessors for accuracy and prepares reports based on the findings;
 Prepares and sends reports of sales transmittals to the New York State Office of Real Property Tax Services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of real property valuation and assessment; working knowledge of the New York State Real Property Tax Law and local policy; working knowledge of modern office terminology, procedures and equipment; ability to operate a computer and utilize common office software programs including spreadsheets and databases; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; ability to deal effectively with the public; ability to establish and maintain effective working relationships with others; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in a law or insurance office, real estate or abstract office or a closely related agency dealing with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records;

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

APPROVED: FEBRUARY 22, 2012

REVISED: 5/22/19; 7/10/19; 3/6/20

CIVIL SERVICE CLASSIFICATION: COMPETITIVE