

Nassau County's Departments of Assessment and Assessment Review Commission serve a large community covering 453 sq. miles, with a population greater than 1 million residents. Nassau County is seeking candidates for the position of Certified 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.

TYPICAL DUTIES

1. Reviews and determines professional tax assessments of varied and complex real properties.
2. Utilizes the income, market, and/or cost methods of assessment, as appropriate, to determine the assessed value of all classes of real property.
3. Appraises the market value of varied properties by performing comparable sale analyses.
4. Determines values from mergers and apportionments of tax lots.
5. Investigates and reviews real property assessment challenges at the administrative and judicial stage.
6. Analyzes data in commercial or residential grievance files to be used by the Assessment Review Commission to issue final determinations.
7. Performs field inspections involving difficult issues.
8. Gathers real property information and data from various sources, including, but not limited to, field data, property owners, their representatives, contractors, protest applications, trade journals, income and expense reports, and market sales and listings.
9. Confers with taxpayers and their representatives to settle open administrative and/or judicial tax assessment proceedings, and negotiates claim settlements on pending tax certiorari proceedings.
10. Represents the Department of Assessment in satellite offices; responds to in-person inquiries from the public.
11. Reviews correspondence pertaining to real property appraisals, assessments, and taxes.
12. Investigates, advises, and explains the contents of deeds, mortgages, leases, surveys, and other related documents.
13. Reviews and analyzes computer-generated appraisal and sales reports, and updates departmental databases with appropriate documentation.
14. May interpret maps, surveys, building plans, and/or construction drawings.
15. May delegate tasks and/or provide instruction.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the principles and techniques of real property appraisal.
2. Considerable knowledge of the principles, practices and theory of real property appraisal and assessment.
3. Considerable knowledge of real property terminology, documents, and forms.
4. Considerable knowledge of word processing, spreadsheet, and database software.
5. Ability to understand and interpret tax maps and site plans
6. Ability to read, analyze, and interpret leases, lease abstracts, financial statements, deeds, and rent rolls.
7. Ability to establish and maintain effective working relationships with associates, departmental administrators, vendor personnel, municipal administrators, and the public.

8. Ability to express oneself effectively, both orally and in writing.
9. Ability to read, analyze, and prepare written material.
10. Ability to conduct negotiations with the public and/or representatives
11. Ability to learn computer programs specific to the County of Nassau.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

And

Seven 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 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.

For Appointment to the Department of Assessment: Candidates must submit proof of completion of the courses under The Real Property Assessor Rules 188 published by ORPTS or be certified through a designation outlined by same said rules.

For Assignment to the Assessment Review Commission: Candidates must submit proof of completion of the courses under The Real Property Assessor Rules 188 published by ORPTS or be certified through a designation outlined by same said rules

Or

Candidates must have continuing possession of a New York State Real Estate Appraiser license.

Must meet residency requirements.

For consideration, please submit resume, cover letter and salary requirements to jobs@nassaucountyny.gov with CACA 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