

## ASSESSOR'S AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work of ordinary difficulty involving responsibility for gathering, recording, and maintaining data needed by the Assessor in determining assessments of real property. Work is performed under the immediate supervision of the Assessor in accordance with established procedures permitting some leeway for the exercise of independent judgement. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Assembles and compiles data as required by assessor;  
Maintains and drafts changes of plot sizes on assessment rolls and cards;  
Maintains property record cards;  
Verifies changes in assessment rolls;  
May check, measure, and verify building and land dimensions;  
Answers inquiries from taxpayers and the general public and gives out routine information;  
Performs a variety of related duties in connection with the assessment of property.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles and practices of property assessments;  
Working knowledge of building construction practices and costs;  
Ability to collect and record assessment information;  
Ability to make simple arithmetical computation;  
Ability to follow oral and written directions;  
Clerical aptitude;  
Tact;  
Integrity;  
Initiative;  
Resourcefulness;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and two years office experience, one year of which shall have involved title searching, real estate or processing tax assessment, or tax collection records.

**NOTE:** Education beyond high school in the area of real property assessment may be substituted for experience on a year for year basis.