Title: Assistant Assessor
Assessor Department
Full Time Permanent: 35 hours per week
Salary: $55,237.00-$58,021.60

DISTINGUISHING FEATURES OF THE CLASS:
The Assistant Assessor advises the Assessor in the administration of a variety of duties involving valuation and assessment determinations of real property within the town. This position performs appraisals on designated parcels of land and conducts field inspections on buildings under construction as mandated in the New York State Real Property Tax Law. In the absence of the Assessor, the Assistant Assessor assumes their duties as the Acting Assessor. Work is performed under direct supervision from the Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES
Assists the Town Assessor in the valuation of real estate for assessment purposes;
Performs field inspections to inventory the components of building construction in order to determine assessment values for properties;
Assists the Town Assessor in developing and maintaining computerized databases, spreadsheets, mail merge and sale files on the Town’s computer;
Provides assessment information to the general public;
Abstracts ownership of title of property and informs government agencies of current ownership;
Determines boundaries, account number, legal descriptions and addresses from various maps used by the Town;
Performs duties of Acting Assessor in the absence of the Assessor;
Assists in the preparation of a tentative and final assessment roll; Prepares factual and analytical reports as requested by the Town Assessor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Proficient knowledge of the New York State Real Property Tax Law and its application in assessment practice including exemption eligibility requirements and application of exemptions to assessments; proficient knowledge of current assessment practices; proficient knowledge of financial record keeping; proficient knowledge of computer applications including databases, spreadsheets and word processing; proficient knowledge of legal terminology used in deeds, liens, property descriptions and tax records; proficient knowledge of the New York State Real Property Information System and its function; demonstrated readiness to use office machines including but not limited to calculators, computers, typewriters and copiers; demonstrated readiness to learn modern principles and practices of residential and commercial real property appraisal for assessment purposes; demonstrated readiness to prepare factual and analytical reports; demonstrated readiness to read basic building drawings and survey maps; demonstrated readiness to plan and supervise the work of clerical and support staff; demonstrated readiness to deal well with the general public and governmental agencies; evidence of the (5) components of communication, including; speaking, listening, reading, writing and non-verbal; demonstrated readiness to draw building sketches clearly and correctly; integrity; sound judgement; tact; physical condition commensurate with the demands of the position.
**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus, EITHER:

(A) Four (4) years paid full-time or its part-time equivalent experience in assessment or property tax record keeping, property value determination or real estate brokerage; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of experience as described in (A) above; OR,

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**How To Apply**
1. Please send or drop off in person an application to:
   Town of Brighton  
   Attn: Assessor Dept  
   1941 Elmwood Ave  
   Rochester New York, 14618  
   or by email to: Pamela.Post@townofbrighton.org

2. The posting can be found on the Town’s website at https://www.townofbrighton.org/319/Job-Openings.
3. The Town will contact prospective applicants to schedule interviews; please do not call directly.

**The Town of Brighton’s Commitment and Statement to Equitable Hiring:**

The Town of Brighton is committed to the centralization of diversity, equity and inclusion and is an Equal Opportunity Employer. Our dedication to cultivating a culture of belonging and inclusion is evident in all that we do. We recognize the importance of harnessing diversity and therefore acknowledge the talent, innovation, individual differences and lived realities as unique contributions from our staff. In our quest to advance DEI efforts, the Town of Brighton welcomes job applicants without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency or any other lawfully protected status.