

Title**Job Description**

Assessment Assistant

The Town of Islip is seeking an Assessment Assistant. Minimum Qualifications : Three (3) years of experience in an occupation involving the valuation of real property. **NOTE:** Relevant additional education beyond high school from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year-for-year basis.

Good knowledge of modern principles and practices of real property assessment; some knowledge of real property valuation; ability to read deeds and maps for locating property; ability to draw simple sketches, maps and plans; ability to make arithmetical computations with speed and accuracy; ability to maintain records and prepare reports; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

NOTE

This position is a Civil Service open competitive provisional title. Candidate will be required to take the Civil Service exam, pass the exam and be reachable on the list when it is established.

Interested candidate must forward a cover letter, resume and salary requirements to:

Fax (631)224-5771 or Email Personnel@townofislip-ny.gov

Call the Town of Islip's Office of Personnel at (631)224-5520 for more information.

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, disability, marital status or arrest record.