



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES



CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217

Assessing Aide

Department: Tax Assessment

Division: Tax Assessment

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday

Salary: \$39,000 - \$41,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is looking for an Assessing Aide who will report to the Tax Assessment Supervisor and perform a variety of work relating to the assessment and appraisal of property for taxation purposes. The incumbent will also collect extensive data such as; taking physical measures of all the buildings on property, interview owners to gather information, create reports, perform routine clerical work, etc.

Job Duties:

- Conducts physical inspections of buildings and properties in the field.
- Takes physical measurements of all buildings, interviews/visits property owners, collects dates of buildings, researches information regarding property, permits, etc.
- Constructs reports of property visits so Assessors may evaluate the property.
- Prepares records of appeals to county and state tax boards, checks records for location of property, and assists in the preparation/completion of forms.
- Answers inquiries and provides routine information pertaining to tax records.
- May perform clerical work involved in the assessment of real & personal property.
- Prepares and maintains property records for each individual parcel of property in the tax district.

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Educational Background: High School Diploma required.

Required Experience: One (1) year of experience in the field inspection which shall have included gathering significant data and compiling data into meaningful reports.

Essential Skills:

- Knowledge of property appraisal methods
- Previous experience interviewing or conducting investigations
- Knowledge of the form and content of building plans
- Ability to analyze & interpret applicable laws and regulations then apply them to specific cases.
- Ability to prepare reports and correspondences and maintain records and files

Preferred Education/Skills/Qualifications: Bachelor's Degree and possession of NJ Driver's License.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.

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