

ASSESSOR

Department: Assessor
Classification: Non-Competitive
Specification Number: 1300
Approved: 9/14/21
Revised: By JG

MINIMUM QUALIFICATIONS

For Assessor:

Prior to appointment, an Assessor must meet the minimum qualification standards for sole appointed assessor as set forth in section 188-2.2 of the Rules and Regulations of the State Board of Real Property Services as evidenced by a copy of the Office of Real Property Services' qualification determination letter. *Appointment in this title is for a term of five (5) years.*

For Acting Assessor:

- a) (1) Graduation from high school or possession of an accredited high school equivalency diploma; and,
(2) Two (2) years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as Assessor, Appraiser, Real Estate Broker, Valuation Data Manager, Real Property Appraisal Aide or the like; or,
- b) Graduation from a college with federally-authorized accreditation or registration by NY State and one (1) year of the experience described in subdivision (a)(2) of this section; or,
- c) (1) Graduation from a four year college with federally-authorized accreditation or registration by NY State; and,
(2) Six (6) months of the experience described in subdivision (a)(2) of this section, or a written commitment from the County Director that the County will provide training in assessment administration, approved by the State Board, within a six (6) month period; or,
- d) An equivalent combination of the education and experience described in subdivision (a) (2) of this section, subject to the following:
 - (1) If the Assessor has been previously certified by the State Board as a candidate for Assessor pursuant to Subpart 188-3 of this Part, such certification is equivalent to one (1) year of the experience described in subdivision (a) (2) of this section if it has not expired.
 - (2) For the purpose of crediting full-time paid experience, a thirty-hour week shall be deemed a full-time employment.
 - (3) Three (3) years of part-time paid experience as sole Assessor or as Chairman of a Board of Assessors shall be credited as one (1) year of full-time paid experience, and five (5) years of part-time paid experience as a member of a Board of Assessors shall be credited as one (1) year of full-time paid experience.

Paid part-time experience in excess of these amounts shall be credited in accordance with these criteria:

- (4) Volunteer experience in an Assessor's office may be credited as paid experience to the extent that it includes tasks such as data collection; calculation of value estimates; preparation of preliminary valuation reports; providing routine assessment information to a computer center; public relations; and review of value estimates, computer output and exemption applications; and
- (5) In no case shall less than six (6) months of the experience described in subdivision (c)(2) of this section be acceptable with the exception of county training as provided for in subdivision (c)(2).

DISTINGUISHING FEATURES OF THE CLASS

This is professional work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll. Work is performed under the general direction of the Town Board. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Service and the State Board of Equalization and Assessment. Does related work as required.

ASSESSOR

TYPICAL WORK ACTIVITIES

- Annually values and revalues each parcel of real property;
- Utilizes and maintains current tax maps and appraisal cards;
- May seek county advisory services in determining values of certain parcels;
- Attends all hearings of the Town Board of Assessment Review;
- Makes changes in assessments in accordance with law as directed by the Town Board of Assessment Review;
- Attends the public examination of the tentative assessment roll at times prescribed by law;
- Receives complaints filed and transmits them to the Town Board of Assessment Review;
- Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;
- Provides school districts within the Town a copy of the current pertinent portion of the assessment roll;
- Supervises and trains appraisal staff members in the technique of appraisal and assessment;
- Reviews and makes determinations with respect to applications for tax exemptions.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of an appraisal of all types of real property including industrial, commercial and other complex properties; good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of residential and commercial building construction methods, materials and their costs; good knowledge of laws governing the valuation and assessment of real property; good knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials and the Town Board of Assessment Review; ability to plan, work and supervise the work of others; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.