



ANNOUNCEMENT OF OPEN POSITION

Department: Assessment
Title: Assessor
Schedule: Part-time / Full-time
Benefits: Available for full-time appointments
Compensation: Salary based on experience
Deadline: Open until filled by qualified applicant

Description:

The Town Board of the Town of Pendleton is soliciting applicants for a possible opening of assessor. This position involves 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 Services and the New York State Department of Taxation and Finance-Office of Real Property Tax Services (ORPTS).

How to Apply:

Submit resume to the Town Clerk's Office weekdays between the hours of 8:00 AM and 4:00 PM. Application materials also may be emailed to dmaurer@pendletonny.us or mailed as follows:

Town Clerk
Town of Pendleton
6570 Campbell Boulevard
Lockport, NY 14094

Full general description of the position appears on the following two pages.

DEPARTMENT: TOWNS
CLASSIFICATION: COMPETITIVE AND NON-COMPETITIVE
APPROVED: JANUARY 13, 2014

ASSESSOR

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 municipal legislator or the appointing authority. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Services and the New York State Department of Taxation and Finance-Office of Real Property Tax Services (ORPTS). Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Annually values and revalues each parcel of real property;
2. Utilizes and maintains current tax maps and appraisal cards when the county does not;
3. May seek county advisory services in determining values of certain parcels;
4. Attends all hearings of the board of assessment review;
5. Makes changes in assessments in accordance with law as directed by the board of assessment review;
6. Attends the public examination of the tentative assessment roll at times prescribed by law;
7. Receives complaints filed and transmits them to the board of assessment review;
8. Prepares reports of assessment activities as required by the appointing authority or the ORPTS;
9. Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
10. Supervises and trains appraisal staff members in the technique of appraisal and assessment;
11. Reviews and makes determinations with respect to applications for tax exemptions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of making an appraisal of types of real property which are regularly sold; 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 assessment review board; ability to plan, work and supervise the work of others; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an accredited high school equivalency diploma **AND**

1. Two (2) years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like. Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks: collection and recording of property inventory data, preparation of comparable sales analysis reports, preparation of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value. It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and samples of finished products. Mere listing of real property for potential sale, or preparation of asking prices for real estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience; **OR**
2. Graduation from an accredited two-year college or one accredited by the New York State Board of Regents to grant degrees and one (1) year of the experience described in number 1 above; **OR**
3. Graduation from an accredited four-year college or one accredited by the New York State Board of Regents to grant degrees and six (6) months of the experience described in number 1 above; **OR**

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ASSESSOR CONTINUED

4. Graduation from an accredited four year college or one accredited by the New York State Board of Regents to grant degrees and a written commitment from the county director that the county will provide training in assessment administration, approved by ORPTS, within a six (6) month period; **OR**
5. Certification by the ORPTS as a candidate for assessor.

NOTE: In evaluating the experience described in number 1 above, the following conditions shall apply:

- (a) If the assessor has been previously certified by ORPTS as a state certified assessor pursuant to section 8188-2.1 of the NYCRR while serving as an elected assessor, such certification is equivalent to one (1) year of the experience described in number 1 above if it has not expired;
- (b) For the purpose of crediting full-time paid experience, a minimum of thirty-hours per week shall be deemed as full-time employment;
- (c) Three (3) years of part-time paid experience as sole a or as chairman of the 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. Additional paid part-time experience in excess of these amounts shall be credited;
- (d) 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
- (e) In no case shall less than six (6) months of the experience described in number 1 above be acceptable with the exception of county training as provided for in number 4.

In accordance with Real Property Tax Law Section 314, acting assessor, in the event that an assessor appointed pursuant to the provisions of section three hundred ten of this title is unable to perform the duties of the office or the office becomes vacant, the appointing authority may by resolution designate or appoint an acting assessor. Where an acting assessor is designated or appointed pursuant to this section, the appointing authority shall notify ORPTS within fifteen (15) days of making such designation or appointment. The acting assessor shall function as assessor until such time as the assessor is able to resume the position or until a replacement is appointed. In the event an acting assessor functions as assessor for more than six months, then such acting assessor shall be required to meet the minimum qualification standards and to obtain certification as required by this title for persons elected or appointed to the office of assessor.