



## Town of East Greenbush Job Announcement

The Town of East Greenbush is currently seeking applications to fill the position of Assessor 'A'. Assessor 'A' positions are involved in assessing up to 6,000 parcels, whereas Assessor 'B' positions assess 6,001 and more parcels.

This is a highly important professional position involving the valuation for assessment of real property for tax purposes, the preparation of an annual assessment roll, and the supervision over the work of appraisal and clerical staff. The Assessor may seek county advisory services in determining values of certain parcels. The Assessor's work is performed under the general direction of the Town Supervisor and the Town Board.

### MINIMUM REQUIREMENTS

1. Applicant must have a high school diploma or possession of an accredited high school equivalency diploma and two (2) years of 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:**
2. Applicant must have graduated from an accredited two (2) year college and have one (1) year of full-time paid experience as described above in bullet 1; **or:**
3. Applicant must have graduated from an accredited four (4) year college and have six (6) months of the experience as described above in bullet 1; **or:**
4. Applicant must have graduated from an accredited four (4) year college and have a written commitment from the County Director that the County will provide training in assessment administration, approved by the State Board within a six month period; **or:**
5. Applicant must have an equivalent combination of the education and experience as described in the bullet 1 above subject to the following:
  - a. 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 two (2) years of the experience described in the bullet 1 of this section if it has not expired.
  - b. For the purpose of crediting full-time paid experience, a thirty (30) hour week shall be deemed as full-time experience.
  - c. Three (3) years of part-time paid experience as Sole Assessor 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. Paid part-time experience in excess of these amounts shall be credited in accordance with these criteria.
  - d. In no case shall less than six (6) months of the experience described in bullet 1 above be acceptable with the exception of county training as provided for in bullet 4 above.

### DUTIES AND RESPONSIBILITIES:

- Utilizes and maintains a database and current tax maps and appraisal cards and annually values and revalues each parcel of real property;
- Educates property owners on the assessment process and answers owners' property tax questions;
- Prepares reports of assessment activities as required by the appointing Authority or the State Board of Equalization and Assessment;
- Receives complaints filed and transmits them to the Assessment Review Board;
- Attends all hearings of the Assessment Review Board;
- Makes changes in assessments in accordance with law as directed by the Assessment Review Board;
- Appoints and trains an acting Assessor to perform as needed;
- Attends the public examination of the tentative assessment roll at times prescribed by law;
- Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
- Supervises and trains appraisal staff members in the technique of appraisal and assessment; and
- Reviews and makes determinations with respect to applications for tax exemptions.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Property Valuation Skills: Good knowledge of (1) making an appraisal of types of real property which are regularly sold; (2) the theory, principles and practices of real property valuation and assessment; (3) residential and commercial building construction methods, materials and their costs; (4) laws governing the valuation and assessment of real property; and (5) deeds and related property records.
- Time Management & Supervision Skills: Ability to work under tight time constraints and set priorities in order to meet deadlines. In addition, Assessors must be able to supervise the work of others within the department.
- Organizational Skills: Each assessment produces an abundance of information that assessors must organize into clear reports, noting down systematically in assessment rolls.
- Analytical Skills & Problem Solving Skills: Ability to analyze data from many sources when determining properties' values and synthesize all of the gathered data about a property into a single valuation. In addition, Assessors will need to propose solutions to unexpected situations and problems that arise and require timely resolution.
- Math Skills: Ability to make and review arithmetic computations with speed and accuracy.
- Communication Skills & Customer Service: Excellent listening and verbal communication skills and the ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board. Tax rates can be a complex and sensitive topic – Assessors must be transparent about the process while patiently addressing customer concerns.

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All applications must be submitted to the Supervisor's Office **no later than Friday August 30, 2019**. You may mail your cover letter and resume to the address below or e-mail them to [LObrien@eastgreenbush.org](mailto:LObrien@eastgreenbush.org)

Contact: Lisa O'Brien; 518-477-4775 (Office); 518-477-2386(Fax)  
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