



THE CITY OF WATERVLIET

HAS AN OPENING FOR

PART TIME ASSESSOR



GENERAL STATEMENT OF DUTIES: This position has the responsibility for the assessment of real property for tax purposes and the preparation of an annual assessment roll. The incumbent does related work as required.

Some Examples of work include;

- Annually values and revalues each parcel of real property;
- Utilizes and maintains current tax maps and appraisal cards;
- Attends hearings of Board of Assessment Review;
- Makes changes in assessments in accordance with law as directed by the 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 Board of Assessment review;
- Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;
- Maintains records of work performed
- Provides School districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
- Reviews and makes determinations with respect to applications for tax exemptions;

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES: 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 laws governing the valuation and assessment of property; good knowledge of deeds related to property records; ability to read and interpret plans and specifications; ability to draw maps and make revisions to existing maps; ability to make and review arithmetic calculations with speed and accuracy; ability to establish and maintain effective working relationships; integrity; tact; courtesy; good judgement; physical condition to commensurate with the demands of the position.

MINMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma is required. Associates Degree or Bachelor's Degree in related field preferred. Certification by the State Board pursuant to Subpart 188-3 of the State Board Regulations. One year experience as a sole assessor or as chair of a board of assessors.

This position is part time and will not exceed 20 hours in a week.

Please forward resume and letter of interest to

General Manager's Office
2 Fifteenth Street
Watervliet NY 12189

By August 10, 2018