

ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for determining valuations and assessments within a town for the purposes of taxation. This is an important position for which appointees must meet minimum qualifications established by the New York State Office of Real Property Tax Services (ORPTS). Incumbents must also meet continuing education requirements set forth by the New York State Office of Real Property Tax Services (ORPTS). Work is performed under the general direction of the town board with leeway allowed for the performance of professional assessment duties. Advisory services are available from the Director of the Ulster County Real Property Tax Services and the New York State Office of Real Property Tax Services (ORPTS). Supervision may be exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Annually values or revalues each parcel of real property in their jurisdiction;

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 New York State Office of Real Property Tax Services (ORPTS);

Makes changes in assessments in accordance with law as directed by the New York State Office of Real Property Tax Services (ORPTS);

Appoints and trains an Acting Assessor to perform as needed;

Attends the public examination of the tentative assessment roll at times prescribed by law;

Receives complaints filed and transmits them to the New York State Office of Real Property Tax Services (ORPTS);

Prepares reports of assessment activities as required by the appointing authority or the New York State Office of Real Property Tax Services (ORPTS);

Provides school districts within the assessing unit with a copy of the current pertinent portion of the assessment roll;

Reviews and makes determinations with respect to applications for tax exemptions;

May supervise and train appraisal staff members in the technique of appraisal and assessment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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 costs; good knowledge of laws governing the valuation of assessment of real property; good knowledge of deed and related property records; ability to establish and maintain effective working relationships with the public, municipal officials and the New York State Office of Real Property Tax Services (ORPTS); ability to plan and supervise the work of others; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A (1). Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) months of the 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 was primarily 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, preparations 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 considered to be qualifying experience; **OR**
- A (2). Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and a written commitment from the Director of the Ulster County Real Property Tax Service Agency that the county will provide training in assessment administration approved by the State board, within a six (6) month period; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree and one (1) year of the experience as described in A(1) above; **OR**
- C. Graduation from high school, or possession of an accredited high school equivalency diploma, and two (2) years of satisfactory full-time paid experience as described in A(1) above; **OR**
- D. Certification by the ORPTS as a candidate for assessor.

Notes: In evaluating the experience described in A1 above, the following conditions shall apply:

1. If the assessor has been previously certified by the ORPTS as a State Certified Assessor pursuant to Subsection 188-2.1 while serving as an elected assessor; such certification, if it has not expired, shall be considered to be equivalent to one (1) year of the experience described in A(1) above;

2. For the purpose of crediting full-time paid experience, a minimum of thirty (30) hours per week shall be deemed as full-time employment;
3. 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 (5) five 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 not be credited;
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;
5. In no case shall less than six (6) months of the experience described in A(1) above be acceptable with the exception of the proviso for county training as provided for in A(1) above.

ULSTER COUNTY
0210 ASSESSOR (If elected-unclassified)
0211 ASSR APPT
Classification: Non-Competitive
OA

Adopted: July 17, 1990
Revised: December 16, 1993
Revised: January 27, 2004
Revised: April 9, 2014