

ACTING ASSESSOR POSITION

The Town of Potsdam is seeking a career-minded individual who is interested in becoming an assessor. Training will be provided. Minimally, graduation from high school, possession of a high school equivalency Diploma or possession of an Individual Education Plan Diploma required. Must meet Assessor qualifications within six (6) months. The salary range is \$47,000 - \$54,000 depending on experiences and qualifications. Strong benefit package is 30-hour workweek (27-hour work week in June, July, Aug.). Applications available from the Supervisor's Office. 315.265.4310 or supervisor@potsdamny.us AA/EEO

NOTE: After six (6) months, NYS Assessor Certification requirements would have to be met. Those requirements can be viewed on the Town's Website: www.potsdamny.us.

ASSESSOR

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) months 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 graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and a written commitment from the County Real Property Director that the County will provide training in assessment administration, approved by ORPTS, within a six-month period; OR
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree and one (1) year of the experience described in (A) above; OR
- (C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of the experience described in (A) above; OR
- (D) Certification by the New York State Office of Real Property Tax Services (ORPTS) as a candidate for assessor. Shall provide a copy of certification with the application.

SPECIAL REQUIREMENT:

- 1) Candidates for appointment in this class will be required to complete any mandated training as established by the New York State Office of Real Property Services.
- 2) Pursuant to the minimum qualifications for Assessor in the State of New York Part 188 Title 9 of the official Compilation of Codes, Rules and Regulations the incumbent must follow the time limits to complete basic training certification depending upon whether full-time or part-time.

NOTES: In evaluating the experience described in (A) above, the following conditions shall apply:

- (i) If the Assessor has been previously certified by ORPTS as a State certified assessor while serving as an elected assessor, such certification is equivalent to one (1) year of the experience described in (A) above if it has not expired;
- (ii) For the purpose of crediting full-time paid experience, a minimum of thirty (30) hours per week shall be deemed as full-time employment;
- (iii) 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. Additional paid part-time experience in excess of these amounts shall be credited;
- (iv) Volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes routine 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
- (v) In no case shall less than six (6) months of the experience described in (A) above of the minimum qualifications be acceptable with the exception of county training as provided for in section (A) of the minimum qualifications above.