



YATES COUNTY PERSONNEL DEPARTMENT

Penn Yan, New York

Kerry M. Brennan
Personnel Officer

Karen L. Bradley
Personnel Assistant

NOTICE OF VACANCY

TITLE: Assessor

LOCATION: Town of Benton and Town of Torrey

SALARY: Negotiable

POSTED: February 23rd, 2017

REMOVE: March 31st, 2017

DISTINGUISHING FEATURES OF THE CLASS:

The Sole Assessor shall be expected to have the skills and experience to accomplish all of the duties required to satisfy the administrative demands of this office, including knowledge of RPSV4, real property valuation, exemption administration, and maintaining property record files. Applicants must meet minimum qualification as set forth by NYS Rules and Regulations and be certified by the State of New York. The basic certification training requirements are prescribed in 20 NYCRR §8188 Rules for Real Property Tax Administration.

The assessment offices are located at the Benton town hall for both towns. The Town of Benton has 1,388 parcels and the Town of Torrey has 1,009 parcels. The two townships are primarily agricultural, residential, and lakefront properties. Both towns have commercial and industrial properties.

MINIMUM QUALIFICATION STANDARDS FOR APPOINTED ASSESORS:

- 1)
 - i. Graduation from high school, or possession of an accredited high school equivalency diploma;
AND
 - ii. Two 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. 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 and one year of the experience described in subparagraph (1)(ii) of this subdivision; OR
- 3) Graduation from an accredited four-year college and six months of the experience described in subparagraph (1)(ii) of this subdivision or graduation from an accredited four-year college and a written commitment from the county director that the county will provide training in assessment administration, approved by ORPTS, within a six-month period; OR
- 4) Certification by ORPTS as a candidate for assessor.

APPLICATION SUBMISSION:

First review of applications March 31st, 2017. Applications will be accepted until the position is filled. Visit <https://mycivilservice.yatescounty.org/jobopps> to submit your application, resume and the Application for Qualification Review; OR.

Submit applications AND resumes to:
Yates County Personnel Office
417 Liberty Street
Penn Yan, NY 14527

****Applicants must submit all required documentation to be accepted****