

CITY of ONEIDA

Civil Service Commission

Michael Kaiser, Chairperson
Kathleen Brandt, Commissioner
Thomas Carolla, Commissioner
Dawn E. Andrews, Secretary to Commission

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**Seeking qualified person(s) for immediate
appointment to
ASSESSOR – PART-TIME**

POSITION AVAILABLE:	Assessor – Part Time Non-Competitive Position – No CS testing is required
LOCATION:	City Hall
JOB DESCRIPTION:	See attached
MINIMUM JOB DESCRIPTION:	See attached

This is a Non-Competitive position - No Civil Service exam is required

NOTE:
Civil Service Application must be completed and
returned to Civil Service Office

Posted by Dawn E. Andrews, Secretary to the Commission on January 5, 2018

ASSESSOR - PART TIME

DISTINGUISHING FEATURES OF THE CLASS: This is professional work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll. Work is performed under the general direction of the municipal legislator or the appointing authority. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Service and the State Board of Equalization and Assessment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Annually values and revalues each parcel of real property;
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 Board of Assessment Review;
Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;
Appoints and trains an acting Assessor to perform as needed;
Attends the public examination of the tentative assessment roll at time 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;
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;
Reviews and makes determinations with respect to applications for tax exemptions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

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 residential and commercial building construction methods, materials and their costs; good knowledge of laws governing the valuation and assessment of real property; good knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to plan, work and supervise the work of others; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. (a) Graduation from high school, or possession of an accredited high school equivalency diploma; AND
(b) 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;
OR
2. Graduation from an accredited two-year college and one year of the experience described in subparagraph (1)(b) of this subdivision; OR
3. Graduation from an accredited four-year college and six months of the experience described in subparagraph (1)(b) 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 the State Board, within a six month period;
OR

4. The experience described in subparagraph (1)(b) of this subdivision, 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 one year of the experience described in subparagraph (1)(b) of this subdivision if it has not expired;
 - b. For the purpose of crediting full-time paid experience, a thirty-hour week shall be deemed as full-time employment;
 - c. Three years of part-time paid experience as sole assessor or as chairman of the board of assessors shall be credited as one year of full-time paid experience, and five years of part-time paid experience as a member of a board of assessors shall be credited as one year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited in accordance with these criteria;
 - d. 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; and
 - e. In no case shall less than six months of the experience described in subparagraph (1)(b) of this subdivision be acceptable with the ~~exception of county training as provided for in paragraph (3) of this subdivision.~~