

TOWN OF CATSKILL
JOB DESCRIPTION

JOB TITLE: Assessor
CIVIL SERVICE CLASSIFICATION: Non-Competitive
EMPLOYMENT STATUS: Full-Time
REPORT TO: Town Supervisor and Town Board
PREPARED BY: Public Sector HR Consultants LLC, 8/03
Revised 2/13

JOB SUMMARY:

Appraise and value all properties within the Town and Village of Catskill for the purpose and basis of collecting town, village, school, and county taxes. Prepare and defend the annual Town and Village Assessment Rolls. Administer all laws pertaining to real property tax administration. Manage the daily operations of the office.

ESSENTIAL JOB FUNCTIONS:

- Appraise and value all real property within the Town of Catskill including locating and identifying all taxable property, taking an inventory of all taxable property, determining the extent of tax liability of each property, estimating the market value of each taxable property, and calculating the assessed value of each property.
- Perform the preparation and certification of the Town Assessment Roll. Perform annual determination of the Level of Assessment and review of the State Equalization Rate.
- Notify the owners of the changes to assessed value of their property.
- Upon appeal of the property owner, defend the methods used to establish the value of the property.
- Respond to Freedom of Information Law (FOIL) requests.
- Supply information to the public by responding to inquiries from taxpayers, appraisers, press, and others.
- Participate in judicial review and act on determination of judicial review.

ESSENTIAL JOB FUNCTIONS (continued):

- Produce quarterly reports on sales corrections and sales verifications. Produce new owner list, sales confirmation letter, and pro rated tax apportionment.
- Review and make determinations regarding applications for all tax exemptions, including completeness of supporting documentation and eligibility.
- Perform administrative duties including printing Sales Book for the Assessor's Office, correcting bank codes for escrow accounts, responding to State (ORPS) data requests, reacting to monthly building permits, reacting to monthly deeds, performing routine file maintenance, providing mailing labels, and producing special district lists upon request.
- Perform field review on a weekly basis including the valuation of new construction and changes to the value of properties in the Town.
- Maintain maps, document tax map changes and revise appropriate assessment rolls to reflect revisions to tax maps as provided by the County Real Property Tax Service.
- Provide training and give advice to Town and County officials.
- Attend County and State training and educational seminars in order to maintain a working knowledge of real property valuation techniques and Real Property Tax Laws as well as fulfill the continuing education credit requirements as prescribed by the State Board.

SUPERVISORY RESPONSIBILITIES:

The Assessor supervises a staff which includes the Senior Clerk and Data Collector. Supervisory responsibilities include planning, scheduling and assigning work; making hiring recommendations, instructing and training staff in proper work methods; checking and approving work; conducting performance evaluations; and recommending salary adjustments.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to stoop, kneel, crouch, reach, sit, push, pull, lift, use fingers, talk, hear, and perform repetitive motions. Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Ability to operate a telephone, calculator, computer and software, printer, photocopier, facsimile machine, and vehicle.

MINIMUM QUALIFICATIONS:

New York State Board's rules, section 188-2.2 prescribe the following standards:

- (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, 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 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 the assessment administration, approved by the State Board, within a six-month period; or
- (4) Certification by the State Board as a candidate for assessor.

In evaluating the experience described in subparagraph (1) (ii) above, the following conditions shall apply:

- i. If the assessor has been previously certified by the State Board as a State certified Assessor pursuant to Section 188-2.1 of this Subpart while serving as an elected assessor, such certification is equivalent to one year of the experience described in subparagraph (1)(ii) above if it has not expired;
- ii. For the purpose of crediting full-time paid experience, a minimum of thirty-hour per week shall be deemed as full-time employment.
- iii. Three years of part-time paid experience as sole assessor or as Chairman of a 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. Additional paid part-time experience in excess of these amounts shall be credited;

MINIMUM JOB QUALIFICATIONS (continued):

- iv. 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.
- v. In no case shall less than six months of the experience described in subparagraph (1)(ii) above be acceptable with the exception of county training as provided for in paragraph 3 above.

EMPLOYER’S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required.
- This job description is intended for the internal use by the Town of Catskill and does not replace the job specification that has been adopted by the Greene County Civil Service Commission.
- This job description does not create a contract of employment, express or implied.

EMPLOYEE’S CONFIRMATION;

I have received a copy of this Job Description and will discuss any questions I have with the Town Supervisor.

Employee Name: _____

Employee Signature: _____

Date of Signature: _____