



TOWN OF
Ogden
COUNTY OF MONROE
STATE OF NEW YORK

JOB POSTING 8/2024

Title: Assessor
Full Time, Exempt
Salary: \$70,000- 79,000, commensurate with experience

The Assessor is a New York State certified, independent government official with the responsibility for fair distribution of the tax burden by determining the taxability and market value of all real property within the Town. This position is responsible for determining valuations and assessments of real property within the town and producing an equitable tax roll. The assessment office maintains an inventory of all parcels (approximately 7800) in the Town and Village in order to establish an assessed value of equitable distribution of property taxes.

The Assessor also performs many other administrative functions, such as inspecting new construction and major improvements to existing structures. This ensures that the record of property physical inventory is current and that the appropriate improvements are assessed. The Assessor's office also approves and keeps track of property tax exemptions such as those for Senior Citizen, School Tax Relief (STAR), Veterans, Agricultural, Disability and Business.

Employees are appointed to a six (6) year term of office by the town board and must meet minimum qualifications as established by the rules of the NYS Office Of Real Property Tax Services and the Real Property Tax Law (RPTL) §310 and must comply with applicable continuing education requirements.

Brief Job Description:

Responsible for determining real property values for approximately 7,817 parcels within the Town and village. Must have excellent organizational and mathematical skills as well as familiarity with RPSV4. Experience and knowledge of all duties associated with the assessor position (data collection, annual roll preparation, maintenance of all property records, processing exemptions, work with Board of Assessment Review, Town Attorney, Governmental Departments and Outside Agencies, etc.).

Minimum Qualifications:

Applicants must meet minimum qualification standards as set forth in the NYCRR 8188; subsection 8188-2.2 based on education and experience.

- (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. Demonstrated 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. 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) certification by ORPTS as a candidate for assessor.

Preferred Qualifications:

NYS Certified Assessor is preferred
Effective team management experience
Real estate appraiser experience

We are looking for a candidate that is aligned with our organizational core values of Collaboration, Respect, Efficiency, Dependability, Integrity and Service.

Apply and provide a resume online at www.ogdenny.com or paper applications are available from the Receptionist at Ogden Community Center, 269 Ogden Center Rd., Spencerport, NY 14559. Feel free to contact Personnel@ogdenny.com with any questions.

The Town of Ogden is an equal opportunity employer and is committed to diversity and inclusion in our workforce.
We welcome candidates of all backgrounds to apply.