

INCORPORATED 1952
(845) 351-4745 (Voice)
(845) 351-2668 (Fax)
Website: tuxedopark-ny.gov

VILLAGE BOARD MEETING
THIRD WEDNESDAY OF EACH MONTH

VILLAGE OF TUXEDO PARK
80 LORILLARD ROAD
P.O. BOX 31
TUXEDO PARK, NEW YORK 10987

David C. McFadden
Mayor

TO: ASSESSOR

DATE: January 2, 2018

FROM: Debbie Matthews, Village Clerk
Village of Tuxedo Park

SUBJECT: RFP - Part Time Assessor Position

The Village of Tuxedo Park is seeking a part time assessor meeting the qualifications on the attached job description.

If you are interested, please send your resume to:

Mail: Village of Tuxedo Park
Attn: Village Clerk
P.O. Box 31
Tuxedo Park, NY 10987

Email: dmatthews@tuxedopark-ny.gov

Fax: (845) 351-2668

If you have any questions, please contact me at (845) 351-4745, ext. 4

VILLAGE OF TUXEDO PARK ASSESSOR POSITION
PART-TIME

DESCRIPTION OF WORK:

This work involves responsibility for placing a valuation on each parcel of real property in the Village of Tuxedo Park ("Village") for tax purposes and preparing and adopting an annual assessment roll. The work is carried out in accordance with established procedures and under the general director of the Village Board. Advisory service is available from the County Director of Real Property Tax Services and the State Board of Equalization and Assessment. The Village Assessor does related work as required. The position is a non-competitive Civil Service position.

CANDIDATES MUST, AS PART OF THE RESPONSIBILITIES OF THIS POSITION:

Annually value and revalue each parcel of real property within the Village;

Utilize and maintain current tax maps and appraisal cards;

Attend all hearings of the Board of Assessment Review;

Check accuracy and completeness of preliminary and final tax roll;

Receive complaints from the public, investigate them and transmit them to the Board of Assessment Review;

Review and make determinations for special exemptions, such as veterans, over 65, etc.;

Prepare reports of assessment activities as required by the State Board of Equalization and Assessment.

A CANDIDATE SHOULD HAVE:

Good knowledge of modern real and personal property assessment principles and practices; working knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and related property records; working knowledge of building construction and costs of material, machinery, labor and equipment; ability to appraise and value property; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, Village Officials and the Board of Assessment Review; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS FOR POSITION *PRIOR TO APPOINTMENT:

- (1) Graduation from high school or possession of an accredited high school equivalency diploma, and two years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as Assessor, Appraiser, Real Estate Broker, 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 paragraph (1); or
- (3) Graduation from an accredited four year college and six months of the experience described in paragraph (1) 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) Certification by the State Board as a candidate for Assessor.

NOTE:

In evaluating the qualifications described in paragraph (1) 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 subpart 188-2.1 while serving as an elected assessor, such certification is equivalent to one year of the experience described in paragraph 1 if it has not expired;
- (ii) For the purpose of crediting full-time paid experience, a thirty-hour week shall be deemed as full-time employment;
- (iii) 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 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;
- (iv) Volunteer experience in an Assessor's office may be credited as paid experience to the extent that (i) above 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

***NOTE:**

In Accordance with Part 188 of the Rules and Regulations of the State Board of Real Property Services the State Board of Real Property Services must approve the application of a candidate appointed Village Assessor prior to appointment. No person may be appointed Village Assessor until the State Board has determined they are qualified. A copy of the Office of Real Property Services qualification determination letter must be received prior to the appointment taking effect.