



Town of Esopus is Hiring Sole Assessor in Training

Position: Town Sole Assessor/Trainee

Summary: Town Sole Assessor sought for a full-time leadership position in Esopus. Serves under the Town Board and Town Supervisor, manages the Assessor's Office, works in conjunction with the Building Department. Email resume to Supervisor@Esopus.com. Willing to take on a trainee who, within 6 months of employment, will have completed the necessary courses and applied for Assessor certification through NYS Department of State.

If you would like to know more about the process of becoming an assessor, visit the link below:
<https://nyassessor.org/becoming-an-assessor>

General education and prior experience requirements for Assessors:
<https://bit.ly/SoleAssessor>

Overview: The duties and responsibilities of the Assessor are determined by New York State Real Property Tax Law. The Assessor's principal duty is to prepare the annual Assessment Roll. Assessors are responsible for determining the amount of property taxes a property owner will pay on an annual basis. To do this, assessors analyze the characteristics and conditions of different properties through onsite inspections. They carefully monitor all property transfers, new renovation and construction projects, building permits, subdivisions, as well as property sales and price trends to evaluate the amount of property taxes per parcel.

Duties:

- Gather market data for property valuation and perform routine trending analysis
- Inspect properties annually and document changes/improvements since the last roll
- Record all property transfers and building permits in RPS system
- Record any new subdivisions and other property splits or merges in RPS system
- Value all properties as of the taxable status date (July 1 of the previous year)
- Maintain valuation equity among similar property types with the goal of 100% equalization
- Administer property tax exemptions and record in RPS system
- Defend any assessments under judicial review and work with Town-appointed attorneys to defend on behalf of the Town of Esopus
- Attend all meetings of the Board of Assessment Review (BAR)
- Ensure the public is kept fully informed through open communication, basic education and practices that exemplify excellent customer service.
- Attend and maintain an annual requirement of 12 Continuing Education (CE) credits.
- Direct, administer and supervise all the work and undertakings of the Assessor's office:
 - managing the department within budget
 - performance of staff (currently 1 full-time and 1 part time)
 - all contractual service providers to ensure that the Town maintains assessments at a uniform percentage of market value each year.

General Requirements:

- A high school diploma or equivalent degree
- At least 6 months of full-time experience in valuing real property as assessor, appraiser, valuation data manager, appraisal aide or the like
- A positive and receptive temperament conducive to a good working relationship with the Building Department, County Office of Real Property, Town taxpayers and elected officials.

Pay:

- \$42,000 annual salary plus paid vacation, NY State retirement benefits and health insurance