



# ASSESSOR



**THIS IS AN EXCITING OPPORTUNITY TO WORK AND LIVE IN NEW YORK STATE'S BEAUTIFUL FINGER LAKES REGION. THE CITY OF GENEVA AND THE CITY OF CANANDAIGUA ARE SEEKING A HIGHLY SKILLED, COMMUNITY PROFESSIONAL, TO SERVE IN THE ROLE OF THE SHARED ASSESSOR.**

## **POSITION SUMMARY**

The cities of Geneva and Canandaigua collaborate to host a shared Assessor which serves both communities in this joint role. Supported by 1 FTE of shared staff in each community, the Assessor is responsible for the valuation of just over 7,000 properties between both cities and is charged with overseeing assessments and valuations in a fair and equitable manner. The valuations enable the efficient and effective collection of revenue for the City of Geneva and City of Canandaigua.

The Assessor must possess the knowledge to assist in appraising all types of real property and the theories, principles and practices of real property valuation and assessment. They are responsible for continued learning and growth related to residential and commercial building construction methods, materials and their costs, as well as the laws governing the valuation and assessment of real property.

The work of the Assessor is performed under the supervision of both Cities, reporting to the Canandaigua City Manager and the Geneva City Comptroller. Supervision is exercised by the Assessor over clerical and appraisal staff or consultants. Advisory support is available from the Ontario County Director of Real Property Tax Services and the State Board of Equalization and Assessment.

**The cities are looking for the following skills, attributes, and characteristics in our Assessor:**

### **EXPERIENCED**

An accomplished professional with experience in valuation, property appraisal or other related industries.

### **ALLY**

A team player who promotes cooperation between the department and community stakeholders.

### **INTERGRATOR**

A genuine individual who builds strong relationships within the communities they serve and on the teams they are a part of.

### **HUMBLE**

An approachable leader who listens to all types of feedback, is willing to be held accountable, accepts responsibility and learns from mistakes.

### **STRATEGIC**

A visionary leader who is prepared to serve two municipalities in an effective and efficient manner.

## **DUTIES AND RESPONSIBILITIES**

The City Assessor is responsible for annually valuing and re-valuing each parcel of real property within both municipal jurisdictions. They work in coordination with County partners and are supported by the Board of Assessment Review. The City Assessor works with the community to understand concerns and uphold the law as directed by the Board of Assessment review. They are responsible for communicating effectively with various stakeholders regarding valuation and re-valuation services. The City Assessor is charged with maintaining, preparing and submitting all reports of assessment activities as required by each City and the State Board of Equalization and Assessment. They direct the work of support staff and consultants as related to their department. They are responsible for creating and maintaining a departmental budget and workplan. .

## **WORK SCHEDULE AND ENVIRONMENT**

The Assessor is responsible for dividing their time among both municipalities and serving each city on a day to day basis. The Assessor will have an office in each City Hall as well as the ability to utilize records from both organizations at both locations. The expectation is that the Assessor is available to community members regardless of physical location, however regular office hours in each building are publicized if walk-ins occur.

## **QUALIFICATIONS**

- 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, valuation data manager, real property appraisal aide or the like. OR
- Graduation from an accredited two-year college and one year of the experience described in bullet 1. OR
- Graduation from an accredited four-year college and six months of the experience described in bullet 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
- Certification by the State Board as a candidate for assessor.

For a more detailed description of the minimum qualifications please review the full job qualifications at <https://ontario-portal.mycivilservice.com>

## **PAY RATE**

The Assessor is paid through the City of Geneva as a Management Employee. The pay range for this position is \$72,500 - \$77,000.

### **TO APPLY:**

Submit Ontario County Application; Current Vacancies: <https://ontario-portal.mycivilservice.com/>  
Click "City of Geneva-Assessor"

- \*Note: Please attach the following to application: Cover Letter and Resume.

Application Deadline  
April 7, 2023

## ASSESSOR

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 Services and the State Office of Real Property Tax Services (ORPTS). Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Annually values and re-values 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 hearing 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 times 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 Office of Real Property Tax Services (ORPTS);  
 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 AND 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 establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; ability to plan, work and supervise the work of others, integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

### MIMIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an accredited high school equivalency diploma AND two (2) 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, preparation 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

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MINIMUM QUALIFICATIONS: (Continued)

2. Graduation from an accredited two-year college AND one (1) year of the experience described in paragraph 1 of this subdivision; OR
3. Graduation from an accredited four-year college AND six (6) months of the experience described in paragraph 1 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 ORPTS, within a six-month period; or
4. Certification by the ORPTS as a candidate for Assessor.

In evaluation the experience described in paragraph 1 of this subdivision, the following conditions shall apply:

- a. If the Assessor has been previously certified by the ORPTS as a State certified Assessor pursuant to Section 8188-2.1 of this Subpart while serving as a Elected Assessor, such certification is equivalent to one year of the experience described in paragraph 1 of this subdivision if it has not expired;
- b. For the purpose of crediting full-time paid experience, a minimum of thirty hours per 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 Assessor 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;
- 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 application; AND
- e. In no case shall less than six months of the experience described in paragraph 1 of this subdivision be acceptable with the exception of County training as provided in paragraph 3 of this subdivision.

APPROVED: JANUARY 19, 1993

REVISED: JANUARY 7, 2019 (Per IM-06-18)

CIVIL SERVICE CLASSIFICATION: VARIES