

**TOWN OF SCRIBA**  
**JOB POSTING - ASSESSOR**

The Town of Scriba is seeking qualified applicants for the appointed position of Sole Assessor. Salary is commensurate with experience and credentials.

Qualifications Needed:

Applicants must meet the minimum qualifications for this position as they are mandated under Part §8188-2.2 of Title 20 of the New York Code, Rules and Regulations (NYCRR) of the Department of Taxation and Finance. A New York State Certified Assessor is preferred.

Brief Job Description:

This is professional work in the valuation of real property for tax purposes and the preparation of the annual assessment role.

- Work is performed under the appointing authority.
- The Assessor will be responsible for determining the estimated value of all real properties in the Town. This determination shall be in accordance with all applicable Statutes including, but not limited to New York State Real Property Tax Law and current New York State Office of Real Property Services (NYSORPS) Guidelines and Procedures.
- Utilizes tax maps & appraisal cards.
- Attends hearings of the Board of Assessment Review.
- Attends monthly Board meetings
- Attends litigation meetings regarding special assessments if needed
- Reviews and makes determinations with respect to applications for tax exemptions
- Advisory services are available from the County Director of Real Property Tax Service and the State Board of Equalization and Assessment. The appointed assessor will perform related work as required.

A full description of the appointed position and its job duties can be found at [www.scribany.org](http://www.scribany.org) under the Assessor's Department tab.

Please submit a letter of interest along with resume to: Town of Scriba, Attention: Supervisor Ramsey, 42 Creamery Road, Oswego, N.Y. 13126, to be received by February 19, 2019.