

PLEASE POST

#2024-19

JOB OPENING

TITLE: **MEMBER BOARD OF ASSESSMENT REVIEW**
(Pending Jurisdictional Classification/Unclassified)

DEPARTMENT: Office of the Town Assessor

ANNUAL SALARY: \$1,695.00

TERM: Five (5) Years

DATE: April 4, 2024

TYPICAL WORK ACTIVITIES

Shall hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the power to assess real property for purposes of taxations pursuant to Town or Village Law;

Shall fix a reasonable time for hearing of all appeals or other matters referred to it and give public notice thereof;

Shall hear any party, or agent, or attorney affected by such appeals;

Shall, where there are practical difficulties, or unnecessary hardships in carrying out the strict letter of such ordinances, have the power in passing provisions on appeals, to vary or modify the application of any regulation or provisions of such ordinances, relating to assessment;

Shall file in the Office of the Town Clerk every rule, regulation, every amendment or repeal thereof, and every order, requirement, decision or determination of the Board.

DISTINGUISHING FEATURES OF THE CLASS

The work involves hearing and deciding appeals from orders, decisions made by administrative officials of a municipality charged with power to assess real property for purposes of taxations pursuant to Town and Village Law. The incumbent is a member of a Board of several members, including a chairman and serves a term as specified in Town or Village Law; does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of zoning ordinance of the municipality; good knowledge of assessment concepts; ability to judge fairly and equitably the assessment appeals presented. Sound judgment; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school.

PLEASE SUBMIT APPLICATIONS TO THE PERSONNEL DEPARTMENT. APPLICATIONS CAN BE FOUND AT WWW.TOCNY.ORG.