



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: TOWN OF ELIZABETHTOWN-ASSESSOR

SALARY: SALARY BASED ON EXPERIENCE

LOCATION: 7563 Court Street, Elizabethtown, NY 12932

JOB SUMMARY: This is a Public Officer position concerned with professional valuations of real property in a town for tax purposes and for the preparation of an annual assessment roll. Work is performed under the general direction of the municipal legislative body or the appointing authority. Supervision may be 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 Board of Equalization and Assessment. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

A. Either:

- 1) i. Graduation from high school, or possession of an accredited high school equivalency diploma; and
- ii. Three years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as an 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 all 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 costs, income or market data approaches to value. Mere listing of real property for potential sale, or preparation of asking prices for real estate potential sale, using multiple listing reports or other published asking prices is not qualifying experience; or

- 2) Graduation from a New York State accredited two-year college or university with coursework in real estate law, economics and finance and one year of the experience described in (1) above; or
- 3) Graduation from a New York State accredited four-year college or university with coursework in real estate law, economics and finance and six months of the experience described in (1) above; or
- 4) Certification by ORPTS as a Sole Appointed Assessor.

(Over)



**Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932**



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B. The experience described in (1) above will be evaluated based on the following conditions:

- i. If the assessor has been previously certified by ORPTS as a State certified assessor while serving as a Sole Appointed Assessor, such certification is equivalent to one year of the experience described in (1) (ii) if it has not expired;
- ii. For the purpose of crediting full-time paid experience, a minimum thirty hours per week shall be deemed full-time employment;
- iii. Three years of part-time paid experience as sole appointed assessor shall be credited as one year of full-time paid experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Must possess a Sole Assessor Certification and have valid New York State driver's license at the time of appointment.

**Please submit applications to the
Town of Essex Supervisor Cathleen Reusser,
P.O. Box 265, Elizabethtown, NY 12932**

Posting Date: August 4th, 2025

Application Deadline: September 4th, 2025



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