

# Town of Lewis Announces

## A Vacancy for the position of Sole Assessor

Town of Lewis does not Discriminate the Handicapped in Employment or the Provision of Services  
Town of Lewis is an Equal Opportunity Employer

For further information contact

Town of Lewis

P.O. Box 59

Lewis, NY 12950 Tel: (518) 873-6777

Applications are available on Essex County Website [www.co.essex.ny.us/jobs.asp](http://www.co.essex.ny.us/jobs.asp)

**VACANCY:** *Town of Lewis*

**SALARY:** *Contingent based on experience*

**DISTINGUISHING FEATURES OF THE CLASS:** 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)*

- 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 hour per week shall be deemed as 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 ALL APPLICATIONS TO THE TOWN OF LEWIS***

**LAST DATE TO SUBMIT APPLICATIONS FOR APPOINTMENT IS**  
**JUNE 3<sup>RD</sup>, 2022**

**05/24/2022**