

NOTICE OF VACANCY

<u>Title:</u>	Deputy City Assessor
<u>Grade:</u>	CSEA Grade 5
<u>Salary:</u>	\$60,306 annually + Major Medical, Dental and Vision as well as paid time off (vacation, personal days and sick leave); enrollment in the New York State Retirement System; Deferred Comp and more.
<u>Classification:</u>	Competitive (<i>being filled on a provisional basis</i>)

The City of Kingston is looking for a full-time Deputy Assessor to work in the Department of Assessment and report to the City Assessor. The Deputy Assessor performs specialized assessment work, assisting the Assessor in various phases of real property tax assessment and evaluation of real property throughout the City of Kingston. The work is performed under the general supervision of the Assessor with wide leeway provided for the use of independent judgment on issues covered by law or policy. Supervision is exercised over the work of assessment aides, data collector and clerical employees.

Typical work activities include assisting in the evaluation of all types of real estate; record ownership information and changes into the assessment record electronically in the NYS Real Property Systems database and on the property record card; searches property records and tax maps to correctly identify parcels or portions intended for transfer of title; enters changes in assessment rolls and advises other departments off changes which have occurred; maintains records and prepares correspondence and reports relating to tax exemptions; accept, review, qualify or disqualify exemption applications that fall under Real Property Tax Law; record all in the electronic Real property Systems Database; answers inquiries on individual problems and on various programs, goals and objectives of the Office; alters tax maps in rough draft for use within the Assessor's Office and notifies technical employees and outside engineering firms of need to correct maps and records; may perform field checks to assist in the assessment of real property; may assist in the public examination of the tentative and final assessment roll at time prescribed by law; prepares miscellaneous reports and records as required.

The qualified candidate will possess strong organizational skills with attention to detail; be able to effectively communicate assessment matters to the public, public officials, assessment staff and the City Assessor; working knowledge of the theory, principles and practices of real property appraisal and assessment; working knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and related property records; ability to make arithmetic, algebraic and geometric computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials, coworkers and others; ability to correctly identify and transfer property lines to maps, in rough draft form, as described in deeds and legal documents; ability to maintain records and to prepare periodic reports on such records; ability to be able to resource material online with regards to all aspects of assessment; ability to work efficiently and independently; integrity; initiative; good judgement; tact and courtesy; good observation skills; mental alertness; physical condition commensurate with the demand of the position; ability to use and efficiently work with assessment software.

Qualified candidates with a background in real property tax assessment, real property tax law, real estate appraisal, real estate sales, public administration, construction project management, architecture, or relevant life experiences preferred.

Minimum Qualifications: Graduation from high school or possession of a High School Equivalency diploma AND

- A. Successful completion of two (2) years of study at a regionally accredited or New York State registered college or university and one (1) year of experience in an occupation involving the valuation of real property; OR
- B. Three (3) years' experience in an occupation involving the valuation of real property; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Driver's License at time of appointment and maintained throughout employment.

Applications along with resumes will be accepted at the Kingston Civil Service Office until November 30, 2023 or until the position is filled, at 420 Broadway, Kingston, NY 12401. Applications along with resumes can be emailed to jdecicco@kingston-ny.gov. Please include the title "Deputy Assessor" in the subject line.

This posting is in the competitive class. The position will be filled on a provisional basis. Provisional appointments mean the incumbent must take the Civil Service examination when it is offered and be among the top three willing to accept appointment. For more information about Civil Service employment call (845) 334-3921.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer