

Town of Pound Ridge

Job Announcement

Town Assessor

The Town of Pound Ridge is seeking to appoint a full-time Town Assessor, effective October 1, 2025. This appointment would be for a six-year term, commencing on October 1, 2025, and ending on September 30, 2031. In order to be considered for this appointment, the candidate must meet the minimum qualifications set forth by the Westchester County Department of Human Resources, as stated below:

Job Duties and Responsibilities:

- Annually values and revalues each parcel of real property;
- Utilizes and maintains current tax maps and appraisal cards;
- Attends all hearings of the Board of Assessment Review;
- Makes changes in assessments in accordance with Law as directed by the Board of Assessment Review;
- Receives complaints filed and transmits them to the Board of Assessment Review;
- Prepares reports of assessment activities as required by the appointing authority or the New York State Office of Real Property Services;
- Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
- Reviews and makes determinations with respect to applications for tax exemptions;

Minimum Qualifications: Prior to appointment, the candidate for Assessor must meet the minimum qualification standards for sole appointed assessor as set forth in 20 NYCRR Rules for Real Property Tax Administration Section 8188-2.2, as evidenced by a copy of the letter from the Office of Real Property Tax Services approving the candidate's qualifications. Such qualifications are specified as:

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

(2) graduation from an accredited two-year college and one year of the experience described in subparagraph(1)(ii); or

(3) graduation from an accredited four-year college and six months of the experience described in subparagraph (1)(ii); or graduation from an accredited four-year college and a written commitment

from the county director that the county will provide training in assessment administration, approved by the NYS Office of Real Property Tax Services (ORPTS), within a six-month period; or

(4) certification by NYS Office of Real Property Tax Services (ORPTS) as a candidate for assessor.

SPECIAL REQUIREMENTS:

1. Each assessor must obtain certification as a State certified assessor by completing the basic course of training as set forth in 20 NYCRR 8188, Section 8188-2.6 within three years of beginning his or her initial term of office. An assessor who begins a new term of office without having attained certification during a prior term of office must attain certification within 12 months of beginning this new term, but in no event shall any assessor be required to attain certification in less than 36 months of time in office, subject to the interim certification requirements of section 8188-2.7 of the Rules for Real Property Tax Administration.
2. A State certified assessor must be recertified upon reappointment or reelection by successfully completing the ethics component course within one year.
3. Additional requirements for certified, uncertified and interim certifications of assessors is defined in section 8188-2.1 of the Rules for Real Property Tax Administration.
4. After certification, assessors must participate in a continuing education program by successfully completing an average of 12 continuing education credits each year.
5. As specified in Real Property Tax Law Section 322, assessors who fail to satisfy training requirements are subject to non-compliance proceedings and removal from office.

Submission Requirements: Applicants must submit their resume and cover letter via email or mail to:

Nicole Engel, Chief of Staff
179 Westchester Avenue
Pound Ridge, NY 10576
chiefofstaff@townofpoundridge.com

The Town of Pound Ridge offers a competitive wage and benefits package. The salary range for this position will be between \$90,000 and \$110,000.

The Town of Pound Ridge is an equal opportunity employer.