

Assessor, Town of Cortlandville, Cortland County, New York

Email: Assessor @ Cortlandville.org

Contact name: David Briggs, Town Assessor

Kiesa Chase, Assessment Clerk

Area code and phone number: 607-756-7306

Full street address: Cortlandville Town Hall - 3577 Terrace Road, Town of Cortlandville, NY 13045

Job title: Town Assessor

Salary: Based on experience and time devoted to the Town of Cortlandville.

IAO preferred? No

Municipality/County: Town of Cortlandville, Cortland County

Qualifications needed: Meet NYS & Town of Cortlandville qualifications for Town Assessor.

Certification needed: NYS Certified is preferred, but not required.

Brief job description: This position is full to part time. Identify, list and value real property in the Town according to NYS rules and regulations. Files are stored and valuation undertaken using the Real Property software. Assessor works closely with the Cortland County Real Property Tax office. The salary is based on experience and time devoted to the Town of Cortlandville. The Town reimburses mileage for any fieldwork.

Duties include - Assist property owners and Assessment Clerk, as necessary, in the filing of exemptions. Be available in the month of May to meet with taxpayers following the filing of the tentative assessment roll on May 1. Also be available to defend the values at the annual Grievance Day proceedings in May and later at small claim hearings if needed.

There are currently 3,389 parcels of properties in the Town of Cortlandville, including the Villages of McGraw and a portion of the Village of Homer. Town Hall office hours are Thursdays 9am-12am and 1pm to 4pm. In the year of an update or reassessment, those hours do to increase. The Town would like the Assessor if part-time to devote a minimum of 8 hours per week at the Town. More hours may be necessary due to the workload during certain parts of the year. Currently, the Assessor's Office contacts residents/taxpayers who are missing exemptions or any documents, preferably by phone. The Town wants this to continue with the new assessor.