**Part-Time Assessor, Town of Sand Lake**

**Contact Name:** Maeg an Wait, Town Comptroller

**Email:**mwait@sand-lake.us

**Area Code and Phone Number:** 518-674-2026, ext. 114

**Full Street Address:**
Town of Sand Lake

8428 NY Route 66

PO Box 273

Sand Lake, NY 12153

**Job Title:** Assessor

**Salary Range or Hourly Rate:** Commensurate with qualifications and experience.

**Municipality/County:** Town of Sand Lake, Rensselaer County NY

**Qualifications Needed:**
Minimum Qualifications:
(A) High school diploma/GED plus 4 years paid full-time or its part-time equivalent experience in assessment or property tax record keeping, property value determination or real estate brokerage;
OR,
(B) An Associate's or Bachelor's degree with a major or concentration in a real estate field plus 2 year experience as described above.

The successful candidate should possess excellent people skills, knowledge of assessment practices and familiarity with NYS Real Property Tax Law. Experience with RPSV4 is preferred.

**Certification Needed:** NYS certification preferred. However, other candidates may apply with the understanding that certification must be obtained within 3 years of beginning initial term in office.

**Brief Job Description:** The Town of Sand Lake is seeking an experienced professional to lead our Assessor’s Office as the part-time Assessor. Sand Lake consists of roughly 4,000 parcels which include, residential, commercial, industrial, vacant, and lake front. Hours and work days are flexible.

The Assessor is responsible for determining the assessments of real property within the Town and reports directly to the Town Supervisor.

Specific Duties and Responsibilities:

* Collect property data and value real property within the Town.
* Supervise the preparation of assessment rolls and maintenance of assessment records.
* Organize, plan and direct activities of local staff.
* Respond to inquiries regarding assessed valuation.
* Review deeds for accuracy in property and deed descriptions.
* Attend grievance hearings and represent Town against appeals of assessed valuation.
* Represent the Town in defending assessments appealed to court and State Tax Commission
* Administer real property tax exemptions.
* Communicate with Town Board, County Director of Real Property of Tax Service, school districts, building department, planning board, zoning board, and town attorney.

**Deadline to apply:** Until Filled

Posted 11/9/2020