**Part-Time Assessor, Town of New Scotland**

**Contact Name:** Douglas LaGrange

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**Area Code and Phone Number:** 518-439-4889

**Full Street Address:**  
Town of New Scotland

2029 New Scotland Rd

Slingerlands, NY 12159

**Job Title:** SoleAssessor- Part Time

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

**Municipality/County:** Town of New Scotland, Albany 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 New Scotland is seeking an experienced professional to lead our Assessor’s Office as the part-time Assessor. New Scotland consists of roughly 4,700 parcels which include, residential, commercial, industrial, vacant, and agricultural.

This is an appointed, part-time position under 20 hours per week with flexible schedule to be determined by agreement between the appointee and the Town Board.

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:** December 12, 2020

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