

Part-Time Assessor

Town of Sheldon

The Town of Sheldon, Wyoming County, New York, is seeking a **part-time Assessor** to provide property assessment services in accordance with New York State Real Property Tax Law.

Responsibilities

The Assessor will be responsible for: meeting with property owners and addressing assessment-related questions; maintaining accurate assessment rolls and property records; administering property tax exemptions; processing property sales; maintaining accurate data on all properties within the town; conducting town-wide reassessments; performing field reviews and inspections

Qualifications

Applicants must meet one of the following qualifications:

1. Hold **NYS Assessor Certification** or certification by the Office of Real Property Tax Services (ORPTS) as a candidate for assessor; **or**
2. Possess a **high school diploma or equivalent**. Appropriate training will be provided based on the applicant's education and experience.

Applicants must also have:

- Proficiency with computer applications, software, and email
- Strong communication and organizational skills
- A valid New York State driver's license

Experience is not required. Candidates who are willing to learn and pursue assessor certification are encouraged to apply. Training may be provided to qualified candidates.

Salary

Up to \$22,994, depending on certification and experience.

How to Apply

Please submit a resume and application by September 14, 2026:

Sheldon Town Board

1380 Centerline Road
Strykersville, NY 14145

For questions regarding the position or qualification requirements, please contact:

Councilman Jim Kirsch

585-943-3133