

TOWN OF CANTON ASSESSOR

The Town of Canton, New York is accepting applications for a full time Sole Appointed Assessor. The Town of Canton is located in St. Lawrence County, 25 minutes from both the St. Lawrence River and the Adirondack Park. Our Town includes two villages, and three hamlets that offer safe, comfortable neighborhoods, two local colleges, thriving farms, viable businesses and plenty of beautiful countryside along the Grasse River.

The Assessor will be responsible for determining the established value of all real properties in the Township for taxation purposes. This determination shall be in accordance with all applicable Statues including, but not limited to NYS Real Property Tax Law and current NYS Office of Real Property Services (NYSORPS) guidelines and procedures. The Town has approximately four thousand parcels.

Candidates must meet minimum qualifications for NYS Assessor Certification in the 20 NYCRR 8188; sub section 8188-2.2 based on education, work experience and approval of NYS Department of Taxation and Finance Office of Real Property Educational Services. Candidates working toward certification would be considered.

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) months 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. It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and samples of finished products. 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 graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and a written commitment from the County Real Property Director that the County will provide training in assessment administration, approved by ORPTS, within a six month period; OR

(B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree and one (1) year of the experience described in (A) above; OR

(C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of the experience described in (A) above; OR

(D) Certification by the New York State Office of Real Property Tax Services (ORPTS) as a candidate for assessor. Shall provide a copy of certification with the application.

Candidates must possess good inter-personal skills, exhibit integrity and sound judgment. Responsibilities include, but not limited to, inspecting, classifying and valuing all classes of property, maintaining property records, proficient computer skills, have knowledge of existing law, rules and regulations governing the evaluation of property for assessment purposes and exemptions. Demonstrated ability to work with NYS computer programs (RPS) and will be required to attend BAR and Article 7 hearings. The work-day is 35 hours/week and applicant is expected to be the sole full-time assessor for the Town of Canton. Salary range or hourly rate commensurate with qualifications.

Send completed county application, resume, three letters of recommendation and copy of certification(s) to Mary Ann Ashley, Supervisor, Town of Canton, 60 Main Street, Canton, NY 13617. Application deadline: November 16, 2018. Application form available on town website cantonnny.gov