

Personnel and Civil Service



NOTICE OF VACANCY ASSESSOR – TOWN OF BARTON

Date of Issue: 4/04/22

Job Summary:

The Town of Barton will have an opening for a part-time **Assessor** starting June 1, 2022. The Town of Barton has over 5,000 parcels which include the Village of Waverly. There are three school districts within the Town's jurisdiction. Barton is primarily a rural community with a couple subdivisions, farms and a small number of commercial and vacant parcels. The **Assessor** manages a staff of one part-time clerk.

The title of **Assessor** is **Unclassified** under Tioga County Civil Service Rules. No examination is required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Annually values and revalues each parcel of real property in regards to permits;
- Utilizes and maintains current tax maps and appraisal cards;
- May seek county advisory services in determining values of certain parcels;
- Attends all hearings of the Board of Assessment Review;
- Makes changes in assessments in accordance with Law;
- Attends the public examination of the tentative assessment roll at times prescribed by Law;
- Receives complaints filed and transmits them to the Board of Assessment Review for Grievance Day;
- Prepares reports of assessment activities as required by the appointing authority of the State Board of Equalization and Assessment;
- Reviews and makes determinations with respect to applications for tax exemptions.

Special Requirements:

Must possess New York State's Assessment Certification at time of appointment. Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.

Status:	Permanent
Work Hours:	Part time, Tuesday & Thursday 9am-4pm
Salary:	Salary is commensurate with education and experience; benefit package available
Location:	Town of Barton Town Hall

Apply to:

Town of Barton
304 State Route 17C
Waverly, NY 14892

Apply by: Applications will be accepted until the position has been filled.