

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE IS NOW ACCEPTING APPLICATIONS FOR:**

**Assessor**

Hamilton County Real Property currently has an immediate opening for an Assessor position available in Lake Pleasant. Salary is commensurate with education and experience. This is a full-time position with an excellent benefits package.

This is professional work performing the valuation and assessment of real property for taxation purposes for municipalities located in Hamilton County. Work is performed under the general direction of the municipal legislature or the appointing authority. Supervision may be exercised over the work of appraisal and clerical staff. Advisory service is provided from the County Director of Real Property Tax Services and the New York State Office of Real Property Tax Services (NYS ORPTS). May perform related work as required.

**Candidate chosen for the position will be given a provisional appointment, must take a civil service examination and score in the top three, to retain position.**

Minimum Qualifications: Graduation from high school, or possession of an accredited high school equivalency diploma; AND

- 1.) Three (3) years 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.\*\*
- 2.) Graduation from an accredited college or university with an Associate's degree and two (2) years of experience as described in 1.); OR
- 3.) Graduation from an accredited college or university with a Bachelor's degree and one (1) year of experience as described in 1.); OR
- 4.) Possess a NYS ORPTS Certificate of Professional Certified Assessor, or successful completion of IAO (Institute of Assessing Officers) training and passing of examination.

\*\*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. 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.

**PROOF OF MINIMUM QUALIFICATIONS ARE REQUIRED AT THE TIME OF APPLICATION.**

For more information or an application, please contact:

Hamilton County Personnel  
PO Box 174, Court House  
Lake Pleasant, NY 12108  
(518) 548-6375

**APPLICATIONS ACCEPTED UNTIL POSITION FILLED**