

## **ASSISTANT CITY ASSESSOR**

The City of Yonkers is seeking a qualified candidate to serve in the position of Assistant City Assessor in the Assessment Department for the City of Yonkers, New York.

### **JOB DESCRIPTION**

This position is responsible for the management and supervision of the daily activities and operations of the Assessment Department's Appraisal Team, non-personal exemption administration, and related administrative tasks. The work includes valuing all types of real property within the City to determine market value and establish tentative assessments. While the ability to exercise independent judgment and make independent decisions is a requirement; general direction is received from the City Assessor and is subject to review by the New York State Department of Taxation and Finance, Office of Real Property Tax Services. General and direct supervision is exercised over assigned personnel. Does related work as required

### **RESPONSIBILITIES**

- Values any real property within the City to determine market values and establish tentative assessments;
- Approves and Denies Non-Personal Exemption applications;
- Assists with the preparation and filing of the annual assessment roll as necessary;
- Prepares and files the Annual Equalization Rate challenge and/or Residential Assessment Ratio Challenge with the New York State Department of Taxation and Finance, Office of Real Property Tax Services and/or New York State Board of Real Property Tax Services as necessary;
- Reviews tentative value estimates resulting from field inspections of new construction and recent alterations;
- Reviews, analyzes and critiques appraisal reports submitted by outside appraisers in support of market values to be used in Certiorari and/or Small Claims Assessment Review proceedings
- Negotiates settlements, when possible, of Certiorari and/or Small Claims Assessment Review Proceedings;
- Assists with developing and implements the processes and procedures that are required in complying with state and local legislation affecting the administration of real property assessments and real property taxation;
- Recommends and implements projects utilizing microcomputer technology to increase productivity;
- Monitors the status and completion of assigned projects and tasks;
- Utilizes microcomputer software, when necessary, to conduct the statistical analysis and trending of sales prices, market values, income and expense data and capitalization rates;
- Prepares detailed, factual and analytical reports of valuation information stratified by various criteria including, but not limited to, property use class, section and neighborhood;
- Prepares required assessment and/or appraisal/valuation analysis reports;
- Reviews and interprets recently enacted state and local legislation, zoning laws and rules and regulations of the State Board of Real Property Tax Services to ascertain impact on current assessment procedures.
- Fosters employee growth by providing constructive technical guidance and feedback
- Communicates with the public, professionals, boards, and officials

## **MINIMUM QUALIFICATIONS**

Candidate must have good knowledge of Real Property Tax Laws, rules and regulations; fundamental appraisal and assessment concepts and terminology; the application of basic statistical concepts to the equalization of assessed values; the application of microcomputer technology to the analysis and solution of property valuation and assessment problems; an understanding of the application of microcomputer based Geographical Information System concepts to property valuation and assessment; an understanding of Computer Assisted Mass Appraisal (CAMA)/Automated Valuation Modeling (AVM) theory and concepts; ability to deal with the public; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with persons of diverse economic and social backgrounds; ability to communicate effectively; ability to get along well with others; integrity, a focus on accuracy; initiative; resourcefulness; tact; is courteous; and is in a physical condition commensurate with the demands of the position.

Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and five (5) years of experience in an occupation involving the valuation of real property, i.e. Assessor, Appraiser, Real Estate Broker, Valuation Data Manager, etc., two (2) years of which must have been in a supervisory capacity;

**Or**

Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree and seven (7) years of experience as described in (A), two (2) years of which must have been in a supervisory capacity;

**Or**

Graduation from high school or possession of a High School Equivalency Diploma and nine (9) years of experience as described in (A) and (B), two (2) years of which must have been in a supervisory capacity;

**Or**

An equivalent combination of training and experience as defined above.

## **SPECIAL REQUIREMENTS:**

1. Possession of a Class D driver's license valid in the State of New York
2. Shall possess or obtain an Emergency Management Institute FEMA Certificate of Achievement for completing IS-00100.b Introduction to Incident Command System ICS-100 Prior to Employment
3. Possession of an Assessment and/or Appraisal Licensure, Certification, or Designation

**Annual Salary: \$97,000 - \$114,874**

Please submit cover letter and resumes to: [CityAssessor@yonkersny.gov](mailto:CityAssessor@yonkersny.gov)

**OR**

David B. Jackson, AAS, CCD, IAO  
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