

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

ASSESSOR

Salary: Commensurate with qualifications.

Classification: Appointed (Non-Union, Non-Civil Service)
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance, Dental Insurance and Vision

Distinguishing Features of the Class:

The City of Utica is seeking qualified applicants for the position of Assessor. The City has a population of over 60,000 residents and has approximately 22,000 parcels, with a wide variety of real property types. Applicants must meet minimum qualification standards as set forth in the 20 NYCRR 8188; sub section 8188-2.2 based on education, work experience and approval of the NYS Department of Taxation and Finance Office of Real Property Educational Services. Candidate should be highly motivated with good inter-personal skills as well, and exhibit integrity and good judgement. Responsibilities include, but are not limited to inspecting, classifying and valuing all classes of property, maintaining property records, computer skills, having working knowledge of existing law, rules and regulations governing the evaluation of property for assessment purposes and exemptions. Individuals should have a demonstrated ability to work with NYS computer programs (RPS) and will be required to attend Board of Assessment Review hearings as well as Article 7 proceedings.

Required Knowledge Skills and Abilities: Comprehensive knowledge of making an appraisal of all types of real property including industrial, commercial and other complex properties; comprehensive knowledge of the theory, principles and practices of real property valuation and assessment; comprehensive knowledge of residential and commercial building construction methods, materials and their costs; comprehensive knowledge of law governing the valuation and assessment of real property; comprehensive knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; ability to plan, work and supervise the work of others; ability to secure the cooperation of others; resourcefulness; a high degree of accuracy; mental alertness; good judgment; neatness; accuracy; tact and courtesy. Physical condition commensurate with the demands of the position.

Applications:

Applications/resumes should be submitted to the Mayor Robert Palmieri, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

Resumes must be received by the Mayor's Office by: Friday, May 25, 2018.

For more information about this position, please call the current Assessor at (315) 792-0131.

The City of Utica is an Equal Opportunity/Affirmative Action Employer

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 05/04/18)
(Please remove posting after: 05/25/18)