

HERKIMER COUNTY JOB OPENING

Department: **Real Property**

Title: **Assessor**
 Anticipated Permanent Opening, Full Time Position

Salary: **\$50,698.00 (2026 base pay rate)**

DISTINGUISHING FEATURES OF THE CLASS: Performs professional valuation for assessment of real property in a village, city or town. Work is performed under the general direction of the municipal legislature or the appointing authority. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Services and the NYS Office of Real Property Tax Services. Does related work as required.

ACCEPTABLE TRAINING AND EXPERIENCE:

- (A)** Graduation from high school, or possession of an accredited high school equivalency diploma, and two 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 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. 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: (B)** Graduation from an accredited two-year college and one year of the experience described in (A) above;
- Or: (C)** Graduation from an accredited four year college and six months of the experience described in (A) above or graduation from an accredited four year college and a written commitment from the county director that the county will provide training in assessment administration, approved by the NYS Office of Real Property Tax Services, within a six month period;
- Or: (D)** Certification by NYS Office of Real Property Tax Services as a candidate for Assessor.

NOTES:

- (i)** If the Assessor has been previously certified by NYS ORPTS as a certified Assessor pursuant to Section 8188-2.1 of the Code, Rules, and Regulations of the NYS Department of Tax & Finance while serving as an elected assessor, such certification is equivalent to one year of the experience described in (A) of the minimum qualification;
- (ii)** For the purpose of crediting full-time paid experience, a thirty-hour week shall be deemed as full-time employment.
- (iii)** Three years of part-time paid experience as sole Assessor or as chairman of the Board of Assessors shall be credited as one year of full-time paid experience, and five years of part-time paid experience as a member of a Board of Assessors shall be credited as one year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited in accordance with these criteria.
- (iv)** Volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes routine tasks such as data collection; calculation of value estimates; preparation or preliminary reports; providing routine information to a computer center; public relations; and review of value estimates, computer output and exemption applications.
- (v)** In no case shall less than six months of the experience described in (A) of the minimum qualifications be acceptable with the exception of county training as provided for in section (C) of the minimum qualifications above.

CONTACT

for further information: James Fresco, Senior Assessor, Real Property Tax Service Agency
 Herkimer County Department of Real Property
 108 Court Street, Ste 3200
 Herkimer, NY 13350
 315-867-1235
 Email Address: jffresco@herkimercountyny.gov