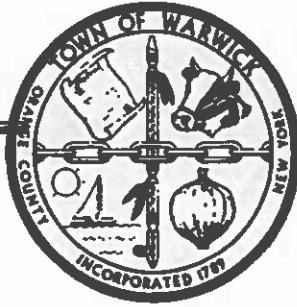


TOWN OF WARWICK

132 KINGS HIGHWAY
WARWICK, NEW YORK 10990



TOWN HALL TELEPHONE (845) 986-1124
POLICE DEPT. TELEPHONE (845) 986-5000
PUBLIC WORKS TELEPHONE (845) 986-3358
RECEIVER OF TAXES (845) 986-1125
TOWN HALL FAX (845) 986-9908
SUPERVISOR supervisor@townofwarwick.org
TOWN CLERK clerk@townofwarwick.org

JOB POSTING

There currently exists a job opening in the Town of Warwick. The position is for an Assistant Assessor and will be full-time in the Assessor's office, working under the direct supervision of the Town Assessor. This will be a provisional appointment subject to civil service exam; grade 10, step 1 of the CSEA contract- 32.5 hours weekly - 2024 rate \$35.46/hour; 2025 rate \$36.70/hour.

The position will deal with all aspects of assessment administration, inventory and valuation of real estate for assessment purposes of approximately 15,000 parcels. Routine travel with personal vehicle is a requirement.

Typical Duties and Job Responsibilities:

Performs field inspections for data collection of property inventory. Physical condition commensurate with demands of the position, including measurement of improvements and inspection for quality and condition of new construction and existing structures, is required.

Applies Real Property Tax Law to assessment practice, including review and determination of eligibility of property tax exemption applications

Maintains files, property record cards, computerized databases; prepares analytical reports as requested by Assessor, using working knowledge of Microsoft Office spreadsheets, mail merge, internet.

Reads and understanding deeds for determining property ownership

Revision and reappraisal for tax map splits, merges and lot line changes

Draws building sketches accurately from blueprints with area calculations and recording of data inventory

Assists in all aspects of preparation of annual assessment rolls, assists and attends hearings of the Board of Assessment Review and SCAR hearings

Demonstrates readiness to learn principles and practices of real property valuation and assessment, and attend training sessions

Does related work, as required

Good organizational, mathematical, computer skills using Microsoft Office, communication and public relations skills required. Training available for the right, qualified candidate.

MINIMUM QUALIFICATIONS: Either: (A) Completion of sixty (60) college credits and one (1) year of the experience in real estate, title searching or assessment records; OR (B) Completion of thirty (30) college credits and two (2) years of the experience in real estate, title searching or assessment records; OR (C) Possession of a high school or equivalency diploma, and three (3) years of experience in real estate, title searching or assessment records; OR (D) Possession of a New York State Certified Real Estate Appraiser's License or two (2) years of experience as a Real Estate Broker. Please submit a copy of your Certificate with your application or resume. Must possess and maintain a valid driver's license. Please submit a copy with your application.

DEADLINE TO APPLY: Open until position is filled. Interested applicants may submit resume and application directly to the Assessor's Office, 132 Kings Highway, Warwick NY 10990; or via email to assessor@townofwarwick.org.