

JOB POSTING

Village Assessor – Incorporated Village of Malverne

The Village of Malverne, Nassau County, New York (the Village) has a vacancy for a Village Assessor. This is an appointed position which is responsible for all aspects of assessment of real properties within the boundaries of the Village. The successful candidate must be able to take appropriate “independent” initiatives as well as work well as a member of the Village Hall team to achieve the goals and directives of the Village Board.

The primary responsibility of the Village Assessor is to maintain a process to ensure that the Village’s assessment roll is kept fair, up-to-date and equitable. The Village Assessor also:

- Prepares the tentative and final assessment rolls
- Handles all required reporting, communication and keeps up-to-date with changes with New York State Department of Real Property Tax Services
- Review annual Boundary and Annexation Report
- Appears in Small Claims Court to defend the assessment roll
- Arranges Board of Assessment Review meetings
- Manages exemptions on the assessment rolls
- Tracks and records changes in ownership, mortgagor and/or responsible party
- Assists with special projects as they arise including, but not limited to, annual printing and mailing of tax bills

The Village currently utilizes the following information, systems, methods and databases to achieve and maintain a fair, up-to-date and equitable assessment roll; Candidate’s familiarity and experience with these sources is highly desirable;

- Municipality
- SCA - Excelsior Tax System
- SCA – Property Assessment System
- Geodata
- Clemenshaw/Brick and Mortar method of assessment
- Building Department activity (permits etc.) (must be able to read building plans)
- Publicly available information including real estate transactions

The successful candidate will make presentations to the Village Board as requested, in addition to:

- Receiving and recording all complaints and subsequent Petitions for Small Claims Assessment Review
- Conferring with Village Certiorari Attorney on open matters
- Notifying residents/representatives of the BAR decisions in a timely manner
- Responding to assessment and exemption questions
- Communicating with residents on renewal or eligibility for exemptions.

Required Experience – High school graduate or possession of an accredited high school equivalency diploma plus verifiable property assessment experience.

New York State Real Property Appraiser certification will be favorably considered.

To apply, mail cover letter and resume to Malverne Village Hall, 99 Church Street, Malverne, NY 11565; Attn: Village Clerk or email asmith@malvernevillage.org, (“Assessor Role” on the reference line) by October 30, 2020.

Salary based on experience.