

# HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Assessment

POSITION TITLE: City Assessor

SALARY RANGE: \$75,132 - \$94,739

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Assessment series and is responsible for managing the assessment operations. Responsibilities include developing valuation methodologies and procedures; inspecting properties; preparing reports; planning and managing special projects; and responding to questions, complaints and issues from the public.

MINIMUM QUALIFICATIONS: either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in mathematics, accounting, business, economics, public administration, science, or closely related field and 4 years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience; or
- B. Associate's Degree in mathematics, accounting, business, economics, public administration, science, or closely related field and 6 years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience; or
- C. Graduation from high school or possession of a high school equivalency diploma and 8 years of full-time paid experience as an assessor.

DRIVER'S LICENSE REQUIREMENT:

Must possess and maintain a valid NYS Driver's License.

SPECIAL REQUIREMENT:

Must obtain and maintain certification as a sole appointed assessor as required by New York State.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 09/30/2024

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.