

**HELP WANTED****HELP WANTED**

**Nassau County is seeking qualified candidates for the position of**

# **COUNTY ASSESSOR**

**The basic mission of the Department of Assessment is to develop fair and equitable assessments for all residential and commercial properties in Nassau County.**

**Nassau County's assessment roll includes over 423,000 properties with a value of \$264 billion.**

**POSITION PROFILE:**

- Assessing all property situated in the County and preparing the assessment roll;
- Planning, organizing, directing and coordinating the activities of the department;
- Attending to the overall administrative functions of the agency such as budget preparation and control, preparation of reports and maintenance of clerical record keeping;
- Formulation and implementation of agency policies and procedures;
- Planning and overseeing the training of professional and administrative staff;
- Interpreting policy directives and laws, rules and regulations;

Applicants must have extensive knowledge of the real property tax assessment system, and an understanding of governmental, budgetary and fiscal management.

Candidates must demonstrate the ability to successfully develop policy, provide strategic leadership and have a thorough understanding of the laws and policies governing real property tax assessment.

## **EDUCATION & EXPERIENCE—REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. (i) a degree from an accredited four-year college; and (ii) one year of satisfactory full-time paid experience in an occupation involving the valuation of real property, including but not limited to assessor, appraiser, valuation data manager, or real property appraisal aide, where such experience primarily involved collection and recording of property inventory data, preparation of comparable sales analysis reports, preparation of signed valuation, appraisal estimates or reports using costs, income or market data approaches to value; provided, however, that the listing of real property for potential sale, using multiple listing reports or other published asking prices shall not be considered qualifying experience.; or
2. (i) a degree from an accredited two-year college; and (ii) two years of satisfactory full-time paid experience described in subparagraph (ii) of paragraph one of this subdivision; or
3. designation by the International Institute of Assessing Officers as one of the following:
  - i. Certified Assessment Evaluator • ii. Assessment Administration Specialist • iii. Cadastral Mapping Specialist
  - iv. Personal Property Specialist • v. Residential Evaluation Specialist
4. every assessor shall attain certification as a New York State certified assessor within three years of beginning his or her initial term of office. Any assessor who begins a new term of office without having attained certification during a prior term of office shall attain certification within twelve months of beginning such new term, but in no event shall any assessor be required to attain certification in less than thirty-six months of time in office.

**For consideration, please send resume, cover letter and salary requirements to:**

**[jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov), with "County Assessor" on subject line.**

***Nassau County Residents Preferred. Benefits package and NYS Pension.***

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR