



TOWN OF GALWAY
SARATOGA COUNTY, NEW YORK

Office of the Supervisor
5910 Sacandaga Road
Galway, New York 12074
518-882-6070
Michael A Smith, Supervisor

August 18, 2022

REQUEST FOR APPLICATIONS

The Town of Galway hereby requests applications for the position of Town Assessor. The Assessor position is an appointed position through the Galway Town Board.

Attached please find the following:

- Application for Qualifications Review
- Assessor posting for open position
- Minimum Qualifications standards for appointed Assessors

Please complete the application for Qualifications Review, provide a current resume and provide a list of 3 references. Please submit this information in confidence to the Town Supervisor either via US mail or electronically via email to msmith@townofgalwayny.org no later than 5pm on September 8th, 2022.

This appointment will be made by the Galway Town Board no later than December 1, 2022.

Please contact the Town Supervisor with any questions.

Michael Smith
Town Supervisor
518-779-9425
msmith@townofgalwayny.org



New York State Department of Taxation and Finance
Office of Real Property Tax Services
Educational Services
W A Harriman Campus
Albany NY 12227
www.tax.ny.gov
Phone: (518) 474-1764; Fax: (518) 435-8628

RP-3006
(2/13)

Application for Qualifications Review

Applicants are advised that all statements made by them in conjunction with their application for qualifications review are subject to investigation and verification. Answer **all** requested information on this form.

Please note: Applicants must meet qualification standards **before** appointment to the office of sole appointed assessor and county director. See <http://www.tax.ny.gov/research/property/assess/training/qualcert/index.htm>

Applicant's information

First name	Middle initial	Last name	e-mail address
Street address			
City, town, or post office		State	ZIP code (include + 4)
() -	() -	() -	
Work phone no. (with area code)	Home phone no. (with area code)	Fax number (with area code)	

Applicant's education information *(Applicant must complete. If not applicable, write N/A)*

High School or GED equivalency: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name and location of school	Year graduated/ GED issued
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Name and location of post- secondary education	Dates of attendance	Number of years credited	Type of course or major subject	Number of credits received	Type of degree awarded	Date degree rec'd or expected

Professional designation (e.g., IAO, MAI, CAE, ASA, SRPA,...)	Name of designation held <i>(attach proof of awarding of designation):</i>
Professional license number <i>(attach copy):</i> #	Expiration date:

Other appraisal training: Certain appraiser licensing, IAO, IAAO, and Appraisal Institute courses have been approved as components of the basic course of training. If you have successfully completed approved valuation courses, please attach a copy of your proof of successful completion.

Check box: ☐ Yes, I am requesting a review of attached course certificates.

Applicant's job experience: Provide information about your appraisal, assessment, valuation-related or administrative experience involving the responsibility of planning, organizing, and directing a work program. It shall be the responsibility of the applicant to provide detailed and verified documentation of such experience, including work schedules and samples of finished products. **Do not include unrelated work experience.** Beginning with the most recent, describe below in detail all satisfactory paid experience in an occupation involving the valuation of real property such as appraiser, valuation data manager, real property appraisal aide, etc. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions and vagueness will not be interpreted in your favor. If you have had more than one of the jobs described above, photocopy this section to provide details on your additional work experience.

Your most recent (or current) job title _____ Length of employment _____ / _____ to _____ / _____
(month/year required)

Name & type of business/government _____

Name & title of your supervisor _____ Phone no. (with area code) _____

Number of hours worked per week _____ Percent of time spent in assessment/valuation duties _____ %

Describe job duties: What is the nature of the work personally performed by **you**? Describe your assessment, valuation, and appraisal-related work below. Be specific. You may supplement your application with signed valuation/appraisal estimates, comparative sales analysis reports, official job description, and resume.

Applicant requests that this application to be reviewed for the qualification standards of the position checked below. **Mark an X in one box.** This application must be submitted with a cover letter from the appointing authority when requesting a qualifications review for Director, Assessor, and Real Property Appraiser. Applicants for the Candidate for Assessor Program may submit their own applications.

<input type="checkbox"/> Director of County Real Property Tax Services	<input type="checkbox"/> Appointed Sole Assessor
<input type="checkbox"/> Real Property Appraiser	<input type="checkbox"/> Candidate for Assessor Program offered by ORPTS

Currently held position _____ Date began _____

This affirmation must be completed: **I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury.**

Signature of applicant

Date

ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll. Work is performed under the general direction of the municipal legislator 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 State Board of Equalization and Assessment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Annually values and revalues each parcel of real property;
Utilizes and maintains current tax maps and appraisal cards;
May seek county advisory services in determining values of certain parcels;
Attends all hearings of the Board of Assessment Review;
Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;
Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;
Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
Supervises and trains appraisal staff members in the technique of appraisal and assessment;
Reviews and makes determinations with respect to applications for tax exemptions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of making an appraisal of types of real property which are regularly sold; good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of residential and commercial building construction methods, materials and their costs; good knowledge of laws governing the valuations and assessment of real property; good knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain officials and the Assessment Review Board; ability to plan, work, and supervise the work of others; integrity act; courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A.
 - i. Graduation from high school or possession of an accredited high school equivalency diploma; AND
 - ii. Two (2) 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; OR
- B. Graduation from an accredited two year college and one year of experience as described in (A) (ii); OR

C. Graduation from an accredited four year college and six months of the experience described in (A) (ii) or graduation from an accredited four year college and a written commitment from the county will provide training in assessment administration, approved by the State Board, within a six month period; OR

D. The experience described in (A) (ii) of this subdivision, subject to the following:

- i. If the assessor has been previously certified by the State Board as a candidate for assessor pursuant to Subpart 188-3 of this Part such certification is equivalent to one year of the experience described in (A) (ii) if it has not expired;
- ii. For the purpose of the 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. Paid part time experience in excess of these amounts shall be credited in accordance with those criteria;
- iv. Volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes tasks such as data collection; calculation of value estimates, computer output and exemption application; AND
- v. In no case shall less than six months of experience in (A) (ii) be acceptable with the exception of county training as provided for in paragraph (C) of this subdivision.