

Town of Geneseo

JOB TITLE:	Assessor
EMPLOYMENT STATUS:	Part-time
REPORT TO:	Town of Geneseo Supervisor Appointed by the Town Board

JOB SUMMARY:

The assessor is a local government official who estimates the value of real property within a city, town, or village's boundaries. This value is converted into an assessment, one component in computing real property tax bills.

ESSENTIAL JOB FUNCTIONS:

- Maintain assessments at a uniform percentage of market value each year
- Prepare annual preliminary and final assessment roll.
- Attend the public examination of the tentative assessment roll at times prescribed by law.
- Inspect new construction and major improvements to existing structures to ensure accurate property description and valuation.
- Value and revalue all properties in the municipality to determine which assessments need to be adjusted and hold informal hearings every 4 years.
- Utilize and maintain current tax maps and property record cards.
- Coordinate and share information with the Livingston County ORPS when appropriate.
- Attend all hearings of the Board of Assessment Review.
- Receive complaints filed and transmit them to the Board of Assessment Review.
- Review and make determinations with respect to applications for tax exemptions.
- Establish and maintain effective work relationships with the public, municipal officials, and the Board of Assessment Review.
- Provide property reports for decisions as requested by the Supervisor or Town Board.
- Prepare evidence for Small Claims Court hearings.
- Provide information to the attorney for any Article 7 proceedings and lawsuits regarding complex properties.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of an accredited high school equivalency diploma
- Knowledge and experience in Real Property Tax Law and the assessment field
- Knowledge of the appraisal of all types of real property, including industrial, commercial, and other complex properties
- Understanding of the theory, principles and practices of real property valuation and assessment

- Knowledge of residential and commercial building construction methods, materials, and costs
- Knowledge of deeds and related property records
- Effective use of computers and software
- Ability to make and review arithmetic computations with speed and accuracy

ONGOING EDUCATIONAL REQUIREMENTS:

- Obtain basic certification by New York State within three (3) years of taking office, including successful completion of orientation, three assessment administration course components, and five appraisal components, including farm appraisal for certain agricultural communities as prescribed by New York State Office of Real Property Services (ORPS)
- Each year, complete an average of 24 hours of continuing education

PHYSICAL ACTIVITIES AND REQUIREMENTS:

- Ability to stoop, kneel, and lift to 10 pounds
- Stand for extended periods of time
- Ability to operate office equipment
- Ability to walk short distances on uneven surfaces as necessary to make on-site evaluations

EMPLOYEE DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties within their scope of practice as required
- This job description is intended for internal use by the Town of Geneseo and does not replace the job specification that has been adopted by the Livingston County Civil Service Commission.
- This job description does not create a contract of employment, expressed or implied.

EMPLOYEE'S CONFIRMATION:

I have received a copy of this Job Description and will discuss any questions I have with the Town Supervisor.

Employee Name: _____

Employee Signature: _____

Date of Signature: _____

09/08/2026