

# **CITY of ONEIDA**

## **Civil Service Commission**

Dave Cimpi, Chairperson  
Bruce Ironside, Commissioner  
Wendy Matters, Commissioner  
Jessica Kaiser, Secretary to the Commission

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### **NOTICE OF OPEN POSITION**

#### **Assessor**

The City of Oneida seeks a candidate for the position of Assessor. This position is a non-tested position in the non-competitive class paid at \$50,000.00-\$60,000.00 per year.

#### **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 City Manager. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the County Director of Real Property Tax Service and the State Board of Equalization and Assessment.

#### **TYPICAL WORK ACTIVITIES:**

- 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 and Review;
- Makes changes in assessments in accordance with law as directed by the Board of Assessment Review;
- Appoints and trains an acting Assessor to perform as needed;
- Attends the public examination of the tentative assessment roll at time prescribed by law;
- Receives complaints filed and transmits them to 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 rolls;
- 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, PERSONAL CHARACTERISTICS:**

- Good knowledge of making an appraisal of types of real property which are regularly sold;
- Good knowledge of the theory, principals and practices of real property evaluation and assessment;
- Good knowledge of residential and commercial building construction methods, materials and their costs;
- Good knowledge of the laws governing the valuation and assessment of real property;
- Good knowledge of deeds and related property records;
- Ability to make and review arithmetic calculations with speed and accuracy;
- Ability to plan, work and supervise the work of others;
- Integrity;
- Tact;
- Courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

1. (a) Graduation from high school or possession of an accredited high school equivalency diploma **AND**

(b) 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**

2. (a) Graduation from an accredited two-year college **AND**

(b) One (1) year 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**

3. (a) Graduation from an accredited four-year college **AND**

(b) Six (6) months 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**

(C) A written commitment from the county director that the county will provide training in assessment administration, approved by the State Board with a six (6) month period

**In evaluating the experience described in subparagraph (b) of this section, the following conditions shall apply:**

1. If the assessor has been previously certified by ORPTS as a State certified assessor pursuant to section 8188-2.1 of this Subpart while serving as an elected assessor, such certification is equivalent to one year of the experience described in subparagraph (b) of this section if it has not expired.
2. For the purpose of crediting full-time paid experience, a minimum of 30 hours per week shall be deemed full-time employment.
3. 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, and five years of part-time paid experience as a member of a board of assessors shall be credited as one year of full-time paid experience. Additional paid part-time experience in excess of these amounts shall be credited.
4. 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; preparation of preliminary valuation reports; providing routine assessment information to a computer center; public relations; and review of value estimates, computer output and exemption applications; and
5. In no case shall less than six months of the experience described in subparagraph (b) of this section be acceptable with the exception of county training as provided for in paragraph (3) of this section.

**Note**

In Accordance with Part 188 of the Rules and Regulations of the State Board of Real Property Services, the State Board of Real Property Services must approve the application of a candidate for Assessor prior to appointment. No person may be appointed Assessor until the State Board has determined he/she is qualified. A copy of the Office of Real Property Services qualification determination letter must be received prior to the appointment taking effect.

**The City of Oneida is an Equal Opportunity / Affirmative Action Employer**

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2<sup>nd</sup> Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: [oneidacityny.gov](http://oneidacityny.gov)

Submitted by: **Jessica Kaiser,**  
**Executive Secretary to the Commission**

Posted: 11/05/2025