



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

Job Title:	Assessor	Job Category:	Appointed
Department/Group:	Assessor	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	1/\$27,038 Annual Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> Administer all tasks in accordance with Real Property Tax Law Maintain assessments at a uniform percentage of Market Value Keep current physical description or inventory and value estimate of every parcel Continuously monitor, inspect, track and value all building activity in timely manner Process/maintain property splits/merges/BLA's and other related mapping changes. Provide related apportionments on request. Administer property tax exemptions Maintain the assessment roll and related records using RPS (Real Property System) (or similar) Continually communicate with the public answering questions and dealing with concerns Attend all public hearings of the Board of Assessment Review Prepare evidence and attend Small Claims Assessment Review hearings Work in coordination with Town Attorney on Judicial Cases Sales processing and verifications File annual reports with ORPTS Maintain a rolling data verification and/or and monitor any County Collection project Work additional hours to complete all work related to regular updates and reassessments as part of the annual salary Maintain all documents in a digital format and maintain a digital file for every parcel 			
<p>Qualifications and Education Requirements</p> <p>Assessors must obtain basic certification by New York State within three years of taking office* This requires the successful completion of orientation three assessment administration course components & five</p>			



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appraisal components including farm appraisal for certain agricultural communities The New York State Office of Real Property Tax Services (ORPTS) prescribes the components

Each year appointed assessors must complete an average of 12 hours of continuing education In addition certified assessors and county directors must complete an approved ethics course one year prior to or one year after re-appointment or re-election to office Resultant certifications must be promptly filed with the Town Clerk

This position is subject to all applicable civil service rules.

*Source: www.tax.ny.gov/pubs_and_bulls/orpts/assessjo.htm

Reviewed By:	Kim Smith	Date:	7/30/2025
Approved By:	Town Board	Date:	8/12/2025
Last Updated By:	Town Board	Date/Time:	8/12/2025