

Assessor 2019

The position for the town of Stuyvesant assessor ends this year on September 30th 2019. This reappointment is for a 6-year term. Although this part time position, training requirements can be time consuming.

I have attached basic requirements and training requirements (which are state mandated)

Interested residents are encouraged to read through requirements and send letter of interest to Supervisor Ron Knott at 5 Sunset Drive Stuyvesant NY 12173 or supervisor@stuyvesantny.us

Feel free to contact me with questions.

Ron Knott

Certification Requirements - Assessors, Real Property Appraisers and Candidates

Assessors (elected and appointed), and Real Property Appraisers (RPA) are required to complete a basic certification training program. Candidates for Assessor may participate in the certification program as well. Orientation and Farm Appraisal are not required for RPAs and Candidates.

Assessors must complete the Basic Certification Training Program within three years of beginning an initial term of office whereas RPAs and Candidates do not have a required time frame.

A certificate is awarded after the basic certification training program is successfully completed.

Ethics Requirement: Completion of an approved Ethics component is required for uncertified assessors no more than one year prior to or one year after appointment or election to office.

Basic Certification Training Program -- Required Courses

Select a course name to view course descriptions.

- [Orientation](#)¹
- [Fundamentals of Assessment Administration](#)
- [Ethics](#)
- [Cost, Market and Income Approach to Value](#)
- [Fundamentals of Data Collection](#)
- [Fundamentals of Mass Appraisal](#)
- [Introduction to Farm Appraisal](#)² is required for assessors in certain assessing units. All others, choose one of the following electives:
 - [Commercial / Industrial Valuation](#)
 - Fundamentals of Forest Valuation

¹ Orientation is not required for RPAs and Candidates.

² Introduction to Farm Appraisal is required for Assessors in assessing units where:

- at least 10 percent of the total acreage is classified agricultural on the assessment roll; or
- at least ten agricultural assessments have been granted pursuant to Article 25-AA of the Agriculture and Markets Law; or
- at least 10 percent of the total acreage lies within an agricultural district, created pursuant to Article 25-AA of the Agriculture and Markets Law.

Updated: February 23, 2018

Sole Appointed Assessor Appointment and Certification Information

Certification / Qualifications

The term of office for sole appointed assessors is six years.

Sole Appointed Assessor appointments, as prescribed in the Real Property Tax Law (RPTL) §310 shall be for a six-year term of office. The current term of office began October 1, 2013 and ends September 30, 2019.

Appointed assessors are required to meet minimum qualification standards prior to appointment.

Applicants must meet minimum qualification standards as set forth in the 20 NYCRR 8188, § 8188-2.2. The Application for Qualifications Review (RP-3006) must be reviewed and approved by Educational Services before municipalities appoint assessors to office.

Town Supervisors and City Mayors can make a request for a minimum qualifications review.

After verifying the information on the qualifications form, Town Supervisors and City Mayors or local civil service personnel may request a minimum qualifications review by submitting a completed qualifications form (RP-3006) to Educational Services along with a cover letter. Educational Services will review the application, make a determination and notify the municipality about the result. Applicants must meet the minimum qualification standards set forth in 20 NYCRR 8188 **before** appointment to the office of assessor.

Training is required for appointed assessors.

The Orientation seminar is required to be completed as soon as it is practical. Orientation is designed to provide assessors general understanding of their responsibilities and the appropriate state and local government structure. This seminar is provided by the County Director of Real Property Tax Services.

In addition, the basic course of training as set forth in 20 NYCRR 8188 (§8188-2.6) is required for all assessors within three years of beginning a term of office. The Real Property Tax Law requires that an uncertified assessor show progress toward permanent certification by completing courses during each year of service. This is referred to as interim certification.

After certification, assessors must participate in a continuing education program by successfully completing an average of 12 continuing education credits every year. In addition, completion of an approved Ethics component is required no more than one year prior to or one year after reappointment to office.

A State certified assessor who is appointed in an assessing unit meeting the criteria in §8188-2.6(6) must, within a year of taking office, satisfy the introduction to farm appraisal component.

Interim certification is required 20 NYCRR 8188 (§8188-2.7)

The Real Property Tax Law requires that an uncertified assessor show progress toward permanent certification by completing courses during each year of service. An uncertified assessor must complete:

- Orientation, Ethics and Fundamentals of Assessment Administration by the end of the first year in a term of office. If Fundamentals of Assessment Administration was completed prior to beginning a term of office, another component must be completed, **and**
- Cost, Market and Income Approach to Value by the end of a second year in a term of office.

As a result of an assessor's successful participation in training to achieve assessor certification, he or she will be issued an Interim Certificate after each year in office. The Interim Certificate remains in effect while the assessor continues to make appropriate progress toward certification. However, it will not remain in effect past the date that certification is required.

There are consequences when assessors do not complete required training on time.

As specified in the Real Property Tax Law (§322), assessors who fail to satisfy their training requirements are subject to noncompliance proceedings and removal from office.

Contact Information:

Town Supervisors/City Mayors:

After verifying the information on the application, please send a cover letter requesting a qualifications review along with one application and supporting documentation to:

New York State Department of Taxation and Finance
Office of Real Property Tax Services
Educational Services - Building 8A
W. A. Harriman Campus
Albany, NY 12227
phone: 518-474-1764
fax: 518-435-8628
Educational Services

Updated: November 05, 2013

§ 8188-2.2 Minimum qualification standards for appointed assessors.

(a) The minimum qualification standards for appointed assessors are as follows:

(1) (i) graduation from high school, or possession of an accredited high school equivalency diploma; and

(ii) two 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. Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks: collection and recording of property inventory data, preparation of comparable sales analysis reports, preparation of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value. Mere listing of real property for potential sale, or preparation of asking prices for real estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience; or

(2) graduation from an accredited two-year college and one year of the experience described in subparagraph (1)(ii) of this subdivision; or

(3) graduation from an accredited four-year college and six months of the experience described in subparagraph (1)(ii) of this subdivision or graduation from an accredited four-year college and a written commitment from the county director that the county will provide training in assessment administration, approved by ORPTS, within a six-month period; or

(4) certification by ORPTS as a candidate for assessor.

(b) In evaluating the experience described in subparagraph (1)(ii) of subdivision (a), the following conditions shall apply:

(i) 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 (1)(ii) of subdivision (a) if it has not expired;

(ii) for the purpose of crediting full-time paid experience, a minimum of 30-hour per 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, 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;

(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; 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

(v) in no case shall less than six months of the experience described in subparagraph (1)(ii) of subdivision (a) be acceptable with the exception of county training as provided for in paragraph (3) of subdivision (a).
