

**Email:** townclerk@townofarcadiany.gov

**Contact name:** Terresa Vastbinder

**Area code and phone number:** 315-331-1222

**Full street address:** 201 Frey Street, Newark NY 14513

**Job title:** Sole Assessor

**Salary range:** 64,000-70,720

**IAO preferred?** Not necessary

**Municipality/county:** Town of Arcadia, Wayne County

**Qualifications needed**

High school diploma or possession of an accredited high school equivalency diploma AND two years of satisfactory full time paid experience in an occupation involving the valuation of real property, such as Assessor, Appraiser, Valuation Data Manager, or a Real Property Appraisal Aide OR graduation from an accredited two (2) year college AND one (1) year of full time paid experience in an occupation as detailed above OR graduation from an accredited four (4) year college AND six (6) months experience in an occupation as detailed above OR graduation from an accredited four (4) year college AND have a written commitment from the County Director that the County will provide training in assessment administration, approved by the Office of Real Property Tax Services within a six month period OR certification by ORPTS as a candidate for Assessor.

**Brief job description:**

The Town of Arcadia is accepting applications for a full-time position four days a week for Sole Assessor. Successful candidates must possess minimum qualification standards for appointed assessors in accordance with 20 NYCRR Section 8188-2.2. In addition, an Application for Qualification Review (form RP-3006) must be received and approved by the New York State Department of Taxation and Finance Office of Real Property Tax Service. For more information on the minimum qualifications for this position

visit: <https://www.tax.ny.gov/research/property/assess/training/qualcert/index.htm>. In addition to the minimum qualifications set forth by New York State. The Town Assessor values property for taxation within the Town of Arcadia and performs all other functions of an Assessor to include utilization and maintenance of the database and current tax maps and appraisal cards. Values and revalues each parcel of real property; educate property owners on the assessment process and answers owners' property tax questions; prepares reports of assessment activities as required by the Wayne County Department of Real Property; attends all hearings of the Assessment Review Board; make changes in assessments in accordance with law as directed by the Assessment Review Board; attends the public examination of the tentative assessment roll at times prescribed by law; provides school districts within the

assessing unit a copy of the current pertinent portion of the assessment roll; reviews and makes determinations with respect to applications for tax exemptions.

Attends monthly County Assessor meetings, also attends town board meetings upon request. Interfaces with other department heads in town government to ensure compliance with the Real Property Tax Law as well as Code Laws and Local Laws of the Town of Arcadia. The Town Assessor also works with the Town's Assessment Review Board and is familiar with generally accepted appraisal valuations of both residential and commercial property as well as standard real property tax exemptions.

Email letter of interest and resume to [townclerk@townofarcadiany.gov](mailto:townclerk@townofarcadiany.gov) or send to Town of Arcadia, 201 Frey Street, Newark NY 14513, Attention: Town Clerk.

**Deadline to apply:** August 12, 2025