

**Town of Lancaster, NY
Employment Opportunity**

**THE TOWN OF LANCASTER IS AN EQUAL OPPORTUNITY EMPLOYER
RESIDENCY REQUIREMENT**

The Town of Lancaster is accepting applications for the position of Board of Assessment Review Member. Please see the job description attached regarding specific job duties and requirements.

Completed employment applications and resumes may be mailed or delivered to:

Catherine Braniecki, Board of Assessment Chair
c/o Assessor's Office
21 Central Avenue
Lancaster, NY 14086

Posted 10/20/22

MEMBER BOARD OF ASSESSMENT REVIEW

Rev. 3/85
T&V
PJC-Uncl.
RDS/dw

DISTINGUISHING FEATURES OF THE CLASS: The work involves hearing and deciding appeals from orders, decisions made by administrative officials of a Municipality charged with power to assess real property for purposes of taxations pursuant to Town or Village Law. The incumbent is a member of a Board of several members, including a chairman, and serves a term as specified in Town or Village Law; does related work as required.

TYPICAL WORK ACTIVITIES:

Shall hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the power to assess real property for purposes of taxations pursuant to Town or Village Law;

Shall fix a reasonable time for hearing of all appeals or other matters referred to it and give public notice thereof;

Shall hear any party, or Agent, or Attorney affected by such appeals;

Shall, where there are practical difficulties, or unnecessary hardships in carrying out the strict letter of such ordinances, have the power in passing on appeals, to vary or modify the application of any regulations or provisions of such ordinances, relating to assessment;

Shall file in the Office of the Town Clerk every rule, regulation, every amendment or repeal thereof, and every order, requirement, decision or determination of the Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of zoning ordinance of the municipality; good knowledge of assessment concepts; ability to judge fairly and equitably the assessment appeals presented. Sound judgment; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school.