ALBANY
NEW YORK | EST. 1686

Mayor
Dr. Dorcey L. Applyrs

Office of Human Resources
Tatiana Diaz, Director

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Notice of Job Opening

Position:	Assessment Specialist Applicants must meet the requirements outlined in the enclosed job description. PLEASE NOTE: This position is in the NY HELPS Program, which is under the Non-Competitive class until the expiration of the program.
Department:	Assessment & Taxation
Vacancies to be filled:	1
Rate of Pay:	$65,000 -$67,470 annually Commensurate with qualifications and experience
Schedule:	37.5 hours/week; 8:30 a.m. – 5:00 p.m.
Application Deadline:	**Until Filled** All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.
Residency Preference:	Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment. o Albany County o Rensselaer County o Schenectady County o Saratoga County o Greene County o Columbia County o Schoharie County

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Thursday, November 5, 2026

ASSESSMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional real property assessment work involving responsibility for inspecting, evaluating, and determining the valuation of real property for municipal tax assessment purposes. The incumbent utilizes standardized appraisal techniques, market data analysis, and appraisal software to establish equitable valuations across residential, commercial, and industrial properties. The work is performed under the direct administrative and technical supervision of the Commissioner of Assessment and Taxation, with considerable latitude allowed for the exercise of independent professional judgment. Direct supervision may be exercised over clerical or technical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Evaluation of all types of real estate, reviews appraisals with department head, and makes preliminary determinations for assessment purposes;
- Performs field checks to assess real property;
- Inspects all building permits issued by the Building Department and monitors progress through all stages of construction;
- Enters data for inventory and valuation purposes;
- Maintains records and prepares correspondence and reports relating to tax exemptions;
- Answers correspondence regarding departmental programs, goals and objectives;
- Enters changes in assessment rolls and advises other departments of changes which have occurred;
- Represents department at meetings concerning real property equalization and assessment;
- Attends to the public examination of the tentative assessment roll at time prescribed by law;
- Searches property records and tax maps to correctly identify parcels or portions intended for transfer of title;
- Prepares reports and records as required concerning field assessment work;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the theory, principals and practices of real property appraisal and assessment;
- Thorough knowledge of deeds and related property records;
- Ability to make and review arithmetic computations with speed and accuracy;
- Ability to establish and maintain effective working relationships with the public,
- Ability to maintain records and to prepare periodic reports on such records;
- Integrity, initiative, good judgment, tact and courtesy;

- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor's degree and three (3) years of experience in an occupation involving the valuation of real estate such as assessor, appraiser, real estate broker, developer, property manager, property or building inspections, customer service, tax map development, public administration or closely related field; **OR**

B. Possession of a Associate's degree and five (5) years of experience in an occupation involving the valuation of real estate such as assessor, appraiser, real estate broker, developer, property manager, property or building inspections, customer service, tax map development, public administration or closely related field; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of the required experience described in (A) above; **OR**

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

PREFERRED QUALIFICATIONS:

- Fulltime paid experience in the valuation of real property and appraisals.

SPECIAL REQUIREMENTS:

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

- The terms of employment may require the use of an employee's personal vehicle for transportation.

NOTE:

- Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.