

The Town of Theresa is seeking a qualified candidate to serve as a Sole Appointed Part time Assessor.

Candidate must meet NYS assessor requirements; should have excellent people skills; knowledge and experience in the Real Property Tax Law and the assessment field; effective use of computers and software; familiarity and experience with RPSV4; valuation; deeds; sales; exemption administration; Certiorari, small claims and Board of Assessment Review proceedings; data collection; assessment roll preparation and administrative functions; legal notices.

State Certification required.

Salary commensurate with qualifications and experience.

Qualified applicants should submit resumes and letters of interest by January 9, 2024

Town of Theresa Supervisor

215 Riverside Ave

Theresa, NY 13691

(315) 628-5046

Or via e-mail to:

[townoffice@townoftheresany.com](mailto:townoffice@townoftheresany.com)