



HAMILTON COUNTY PERSONNEL DEPARTMENT

102 COUNTY VIEW DRIVE
P.O. BOX 174, ROUTE 8, COURTHOUSE
LAKE PLEASANT, NEW YORK 12108
PHONE: (518) 548-6375 | FAX: (518) 548-3108

Announces a Civil Service examination for the following:

No. 70025200 Promotional

***** ASSESSOR *****

Hamilton County Real Property and Tax Services

LAST FILING DATE:

April 30, 2026

EXAMINATION DATE:

June 13, 2026

APPLICATIONS: Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay. Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must file a separate Application for Examinations during the official period as set forth in this announcement.

DISQUALIFICATION OF EXAMINATION APPLICATIONS: When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00 p.m. that following Monday to submit their appeal.

LOCATION OF POSITIONS/VACANCY: The location of the position is within the Hamilton County Real Property Tax Services.

ELIGIBLE LIST: The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancies occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

SPECIAL ARRANGEMENTS: May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must plan to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must plan to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to plan. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE

2026 Salary: \$58,866 - \$79,051

RESIDENCY: Candidates must, at the time of examination and at least one (1) month prior thereto, be a resident of Hamilton, Essex, Franklin, Fulton, Herkimer, Saratoga, St. Lawrence, Warren or Washington County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for four (4) months prior to the date of the written test.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

- Annually maintains assessments at a uniform percentage of market value within each municipality;
- Annually produces and certifies tentative assessment rolls for each municipality;
- Utilizes and maintains current tax maps and assessment inventories;
- Performs inspection and data collection of new construction and major improvements and re-inspection of existing parcels;
- Values and/or revalues each parcel of real property;
- Makes changes in assessments in accordance with Real Property Tax Law;
- Reviews and determines applicability with regard to real property tax exemptions;
- Notifies taxpayers of changes in their assessments as required by law;
- Presides over the public examination of the Tentative Assessment Roll as prescribed by Real Property Tax Law;
- Processes taxpayer complaints filed with regard to assessments;
- Attends all grievance complaint hearings of the Board of Assessment Review.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PROMOTIONAL QUALIFICATIONS: Candidates must meet the following requirements on or before the last filing date:

- 1) Serving in the title Assessor's Aide for at least six (6) months within the Real Property Tax Services Department.

SPECIAL REQUIREMENTS: A valid license to operate a motor vehicle within the State of New York or otherwise demonstrate capability to meet the transportation needs of the position.

According to Civil Service Law, §54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time 24-31 hrs./wk....3/4 time 32+ hrs./wk....full-time

SUBJECTS OF EXAMINATION: The written, multiple-choice test will be designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Preparing written material:

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

2. Principles and techniques of real property appraisal:

These questions test for a knowledge of principles and practices used in the appraisal of agricultural, commercial, and residential real property including knowledge of the three approaches to value; sales comparison, income, and cost estimation.

3. Principles, practices and theory of real property assessment:

These questions test for a knowledge of the equalization rate process, the assessors' calendar, the content of the assessment roll, and the exemptions from real property taxes in New York State. These questions will also test for the ability to use public relations skills when confronted by individuals in your municipality.

4. Understanding and interpreting Real Property Tax Law:

These questions test for the ability to read, interpret and apply the New York State Real Property Tax Law. You will be provided with brief reading selections based on or taken from the New York State Real Property Tax Law, followed by one or more questions. All the information needed to answer the questions is contained in the reading selections. No prior knowledge of the subject is required.

The subject matter of the selections may not be specific to the titles for which we are testing. The purpose of these questions is only to test for the ability to read and interpret this type of material at an appropriate level of difficulty.

Test Guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "General Guide to Written Tests" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATOR POLICY: Quiet, hand-held, solar or battery-powered calculators are recommended. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

AT THE EXAM THE USE OF CELLULAR PHONES, BEEPERS, ETC. ARE STRICTLY PROHIBITED.

VETERANS' CREDITS: Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application. To receive additional veterans' credits, you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT: In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

RATING AND REVIEW: This written examination is being prepared by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law and Section 7.1 of the State's Civil Service Rules and Regulations.

NOTICE TO APPEAR: Approved applicants will receive an Admission Notice for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received an Admission Notice for the written examination four (4) days prior to the date of the examination by calling (518) 548-6375.

EMERGENCIES:

If an emergency prevents you from appearing for the examination, please notify this office no later than 10:00 a.m. on Monday following the test date, providing verifiable documentation of the reasons.

Weather Emergencies: In the case of adverse weather conditions, any delay or cancellation will be on the voice mail message of the Personnel Office at (518) 548-6375 between 6:30 and 8 AM on the date of the examination.

HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

ISSUED: 3/11/26