



CLINTON COUNTY CIVIL SERVICE EXAMINATION

For Sr Assessment Control Examiner

Clinton County is an
ADA, EOE Employer

Examination No.: #88-065

Issued: 03/13/2024
Salary Range: \$49,442 - \$61,759
Closing Date for Filing: 04/12/2024
Calculators: Recommended
(See General Instructions)
Examination Date: 06/01/2024

CONTACT

(518) 565-4676
137 Margaret Street, Plattsburgh, NY 12901
clintoncountygov.com

RESIDENCY REQUIREMENTS

Applicants must be residents of Clinton County for at least thirty (30) days immediately preceding the date of examination.

VACANCIES

The eligible list established as a result of this examination will be used to fill present and future vacancies that may occur in the Clinton County Real Property Department.

DISTINGUISHING FEATURES OF THE CLASS

This position involves a variety of technical tasks in the collection, analysis, storage, transmission, and retrieval of assessment data for real property files. Incumbents may train and assist local assessors in collecting and updating information relating to real property parcel descriptions and valuation. On the County level, duties also involve supervision of data preparation and analysis in the Real Property Tax Service Office and, upon assignment, serving as a County Designated Assessor. The work is performed under the general direction of the Town Supervisor or Director of Real Property Tax Services. Supervision is exercised over the work of a small number of Assessment Control Examiners. The incumbent does related work as required.

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 on line at:
<https://www.cs.ny.gov/testing/testguides.cfm>

The Clinton County Department of Personnel must receive applications by **04/12/2024**. Applications received after this date will not be accepted.

MINIMUM QUALIFICATIONS

Candidates must meet the minimum qualifications at time of examination. All experience must be paid experience unless otherwise noted.

Graduation from high school or possession of a high school equivalency diploma and either:

(a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) year of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as Assessor, appraiser, valuation data manager, or real property appraisal aide. Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks: collection and recording of property inventory data, preparation of comparable sales analysis reports, preparations of signed valuation or appraisal estimates or reports using cost, income, or market data approaches to value; or

(b) Three (3) years of satisfactory full-time experience as listed in (a) above; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: In evaluating the experience described in paragraph (a) and (b), the following conditions shall apply:

(1) It shall be the responsibility of the appointee to provide detailed and verified documentation of such experience, including work schedules and sample of finished products. Mere listing of real property for potential sale, or preparation of asking prices for real estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience.

(2) For the purpose of crediting full-time paid experience, a minimum of thirty (30) hours per week shall be deemed as full-time employment;

(3) Three (3) years of part-time paid experience as sole assessor or as chairman of the board of assessors shall be credited as one (1) year of full-time paid experience, and five (5) years of part-time paid experience as a member of a board of assessors shall be credited as one (1) year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited.

(4) In no case shall less than one (1) year of the experience described in paragraph (a) be acceptable.

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WRITTEN TEST

The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

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.

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.

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.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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.

MINIMUM QUALIFICATIONS CONT

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.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. **SPECIAL REQUIREMENTS FOR THOSE SERVING AS A LOCALLY STATE APPOINTED ASSESSOR FOR SPECIFIC MUNICIPALITIES:** Appointed assessors must obtain basic certification by New York State Office of Real Property Services within three (3) years of appointment. Certification requirements for assessors are stated in Part 188-2 of the Rules and Regulations of the State Board of Real Property Services.

NOTE: Attach to your application a copy of your high school diploma or equivalency, college transcripts and/or diploma, and any certificates applicable based on the minimum qualifications listed above.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site.

If you have applied to take a written test announced by New York State scheduled to be held on the same test date as this written test, you must notify us no later than two weeks before the test date. All examinations for positions in State government will be held at a State examination center. Be sure to check "Yes" in the Conflicting Exams Section on the first page of your application and include in the Remarks Section on page four the titles of the exams you are scheduled to take and whether they are offered by another Local agency or New York State.

If you are taking two Local exams, indicate in which county you want to take the exams. If you are taking a Local and a State exam, you must take the exams at the State site. You must call our office at 565-4676 no later than two weeks prior to the examination date to confirm that arrangements have been made for you to take all the examinations at one test site. You will be advised by letter when and where to report for your examinations.

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GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than the closing date. **Be sure you answer every question before filing your application. An incomplete application may be disapproved.**

2. The Clinton County Dept. of Personnel will notify you by email, when and where to appear for the exam. If you fail to receive an email letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.

3. Restrictions on employment may exist for candidates who are under 18 years of age.

4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.

5. **VETERANS:** To learn about your rights regarding Civil Service exams, request a copy of Clinton County's "Veterans' Rights For Exams" Summary from the Clinton County Dept. of Personnel or visit our website: clintoncountygov.com.

6. **VERIFICATION OF QUALIFICATIONS:** Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.

7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.

8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 4 years.

9. **RETIREMENT SYSTEM:** It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. **SPECIAL ARRANGEMENTS:** Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.

11. **RECEIPT OF APPLICATIONS:** The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.

12. **USE OF CALCULATORS:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials.

13. **FOR NON-CITIZENS:** At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.

14. **ALTERNATE TEST DATE POLICY:** Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.

15. **WEATHER CONDITIONS:** Clinton County will attempt to hold scheduled exams regardless of weather conditions. If an exam is cancelled due to extreme weather conditions, it will be announced on our website: clintoncountygov.com – Personnel Dept. – Exam Weather Alert.

16. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.

17. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.

18. **POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS:** Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have "served" in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.

19. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.

20. Clinton County is in compliance with ADA requirements.