



From the Office of Real Property Services

Mission: *"To lead the State's efforts to support local governments in their pursuit of real property tax equity."*

The Job of the Assessor

([Printable pamphlet](#) - www.orps.state.ny.us/pamphlet/assessjo.pdf)

Who is the Assessor?

The assessor is a local government official who estimates the value of real property within a city, town, or village's boundaries. This value is converted into an assessment, which is one component in the computation of real property tax bills.

What Training Does the Assessor Have To Take?

Assessors must obtain basic certification by New York State within three years of taking office. This requires the successful completion of orientation, three assessment administration course components, and five appraisal components, including farm appraisal for certain agricultural communities. The New York State Office of Real Property Services (ORPS) prescribes the components.

Each year, appointed assessors must complete an average of 24 hours of continuing education. Both elected and appointed assessors may attain any of three advanced designations awarded by ORPS: State Certified Assessor-Advanced, State Certified Assessor-Professional, and State Certified Assessor-National.

What Does an Assessor Do?

The assessor is obligated by New York State law to maintain assessments at a uniform percentage of market value each year. The assessor signs an oath to this effect when certifying the tentative assessment roll -- the document containing each property assessment. The physical description (or inventory) and value estimate of every parcel is required to be kept current. In order to maintain a uniform roll, each year your assessor will need to analyze all of the properties in the municipality to determine which assessments need to be changed.

The assessment roll shows assessments and appropriate exemptions. Every year the roll, with preliminary or tentative assessments, is made available for public inspection. After the Board of Assessment Review (BAR) has acted on assessment complaints and ordered any changes, the tentative assessment roll is made final.

More information is available at www.orps.state.ny.us/pamphlet/assessjo.htm and from our Village Assessor, Bill McCarty, assessor@cambridgeny.gov.