

**City of Albany  
Common Council**

**CALL FOR APPLICATIONS**

The Albany Common Council is seeking applications from qualified residents of the City of Albany for the following position:

**Title of Position:**

Member, Board of Assessment Review

**Term of Appointment:**

Immediate for a term ending 9/30/17

**Position Responsibilities/Duties:**

The sole purpose of the Board of Assessment review is to guarantee taxpayer rights by hearing real property assessment complaints (grievances) and arriving at fair and impartial determinations regarding those complaints. Members of the Board should be individuals with knowledge of property values within the municipality and must attend and complete a training course in order to participate in the hearing and determinations of assessment complaints.

The training course will not exceed four hours in length and shall include, but not be limited to: the functions, duties and responsibilities of the Board of Assessment Review; assessment review and assessment procedures; and exemption administration. Additional topics may include real property tax legislation, judicial decisions and administrative opinions.

The Board's work will primarily take place during a five week period; May 25 through June 30. Members of the Board should expect to work five days a week, eight hours a day during that period. This should be considered a full-time job during that period. Board members will be compensated \$1,000 annually during their term of appointment.

In addition to hearing grievances and making determinations as part of the regular grievance process, board members will also assist property owners with preliminary assessed valuations and informal challenges.

**Statutory Authority:**

NYS Real Property Tax Law, section 523

**Application Requirement:**

Applicants are requested to submit a letter of intent describing qualifications and include a current resume to:

Cashawna Parker  
Senior Legislative Aide  
Albany Common Council – Room 206  
City Hall  
Albany, NY 12207

Tel: 434-5087  
Fax: 434-5081  
e-mail: parkerc@ci.albany.ny.us

Applicants will be interviewed by a selected committee of the Common Council prior to appointment.

**Deadline for Applications:** Close of business, Tuesday, February 19, 2013

Issued: 1/16/13

**Policy Statement**

The Common Council is committed to assuring that its appointments to city boards, authorities, commissions or committees is representative of the diversity of Albany's population. Consistent with the City of Albany Human Rights Law, it is the policy of the Common Council to prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, gender, age, disability, marital or domestic partner status in all aspects of its personnel policies, programs, practices and operations.