

Town of Alden Job Openings 12/11/2025

Assessor

This is professional work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll. Work is performed under the general direction of the Town Supervisor and Alden Town Board. Supervision may be exercised over the work of clerical staff. The Town of Alden Assessor is a part time position {19.5 hours per week} paid hourly; the 2026 budgeted rate is \$31.56per hour.

Minimum Qualifications (Established by State Office of Real Property Tax Services)

EITHER: (1) (i) Graduation from high school or possession of an accredited high school equivalency diploma, and (ii) two years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as Assessor, Appraiser, Real Estate Broker, Valuation Data Manager, Real Property Appraisal Aide or the like;

OR: (2) Graduation from an accredited two-year college and one year of the experience described in subdivision (1)(ii) of this section;

OR: (3) Graduation from an accredited four-year college and six months of the experience described in subdivision (1)(ii) of this section or graduation from an accredited four year college and a written commitment from the County Director that the county will provide training in assessment administration, approved by the state board, within a six month period;

OR: (4) An equivalent combination of the education and experience described in subdivision (1)(ii) of this section, subject to the following:

(i) If the Assessor has been previously certified by the State Board of Equalization and Assessment as a candidate for Assessor pursuant to Subpart 188-3 of its rules, such certification is equivalent to two years of the experience described in subdivision (1)(ii) of this section if it has not expired.

(ii) For the purpose of crediting full-time paid experience, a thirty hour week shall be deemed as full-time employment.

(iii) Three years of part-time paid experience as sole Assessor or as Chairman of the Board of Assessors shall be credited as one year of full-time paid experience, and five years of part-time paid experience as a member of a Board of Assessor shall be credited as one year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited in accordance with these criteria.

(iv) Volunteer experience in an Assessor's office may be credited as paid experience to the extent that it includes routine tasks such as data collection; calculation of value estimates; preparation of preliminary valuation reports; providing routine assessment information to a computer center; public relations; and review of value estimates, computer output and exemption applications.

(v) In no case shall less than six months of the experience described in subdivision (1)(ii) of this section be acceptable with the exception of county training as provided for in subdivision (3) of this section.

Typical Work Activities:

1. Annually values and revalues each parcel of real property;
2. Utilizes and maintains current tax maps and appraisal cards;
3. Attends all hearings of the Board of Assessment Review;
4. Make changes in assessments in accordance with law as directed by the Board of Assessment Review;
5. Attends the public examination of the tentative assessment roll at times prescribed by law;
6. Receive complaints filed and transmit them to the Board of Assessment Review;
7. Attends all public sessions of the Board of Assessment Review.
8. Represents the jurisdiction in all Small Claims Assessment Review proceedings.
9. Consults with outside legal counsel and appraisers on tax certiorari filings.

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10. Prepares reports on assessment activities as required by the State Office of Real Property Tax Services;
11. Provides school districts within the assessing jurisdiction a copy of the current pertinent portion of the assessment roll;
12. Supervises and trains appraisal staff members in the techniques of appraisal and assessment;
13. Reviews and processes applications for property tax exemptions;
14. Fulfills Freedom of Information requests regarding assessment records.
15. Does related work as requested.

Full performance knowledge, skills and abilities: Good knowledge of making an appraisal of types of real property which are regularly sold; good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of residential and commercial building construction methods; good knowledge of laws governing the valuation and assessment of real property; good knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to become familiar with computers and their use in the assessment process; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; ability to plan work and supervise the work of others; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

Board of Assessment Review

Currently there are three openings. Board members must be residents of Alden and at least 18 years old.

The Board of Assessment Review (BAR) meets annually on the first Tuesday of June to hear complaints regarding property assessments and property exemption determinations. The BAR is a five-member board comprised of local citizens; each member is appointed by the Town Board and serves a five-year term of office. Members are paid \$100 per meeting and additional \$100 for completion of BAR member training in the year of their appointment,

Board of Assessment Review Secretary

Successful candidate must be residents of Alden and at least 18 years old.

The secretary takes minutes of the Board of Assessment Review meeting(s) and prepares notices of BAR decisions and the final hearings report. Strong background of Microsoft Word and Excel is required. The position pays \$220 per meeting.

Zoning Board of Appeals Secretary

The Secretary position is responsible for the creation and distribution of meeting agendas, Board minutes and recording of ZBA determinations. Successful candidate must be a resident of the Town of Alden, at least eighteen years of age and possess a strong background in Microsoft Word and Excel. The position pays \$50.58 per meeting.

The Zoning Board of Appeals is a quasi-judicial body comprised of local citizens; the Board meets on an as-needed basis. The function of the Board is to hear appeals and grant relief from the strict application of the Town of Alden zoning regulations.

The ZBA hears two types of appeal:

1. **Interpretations**— wherein the appealing party claims that the Code Enforcement Officer's decision was wrong, that the officer misapplied the zoning regulations in regard to the matter at issue.

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2. **Variance**— the individual who has been denied a permit or one who has been served with some sort of enforcement action by the Code Enforcement Officer can only make this appeal. There are two types of these variances.
- Area Variance – this variance is concerned with dimensional, bulk and or density restrictions.
 - Use Variance – an authorization by the ZBA for the owner to use their property in a manner not allowed by the use regulations in the Alden Zoning Code applicable to the property in question.

Part-Time Maintenance Person

The Town of Alden is seeking a reliable and hardworking individual for a part-time Maintenance position at the Town Hall to work 19.5 hours/week. Wages are \$18 - \$20 /hour depending on experience.

Duties Include:

- Cleaning and general upkeep of the building
- Snow removal from walkways
- Lawn mowing and basic outdoor maintenance
- Polishing floors
- Other general maintenance tasks as needed.
- This position offers flexible hours and is perfect for someone who enjoys hands -on work and can manage varied tasks independently.

Building/Code Enforcement Secretary

The position supports the Building Inspector/Code Enforcement officers. Duties include processing of building permit applications and update of progress records; processing of code enforcement violation records, record filing; refuse collection management, and preparation of monthly department reports. The position is part-time, 19.5 hours per week} and is paid hourly at \$19.00/hour.

Applications are available at the Town of Alden website, www.alden.erie.gov or at the Town Supervisor's Office. Applications and resumes should be sent to Supervisor Colleen Pautler, Alden Town Hall, 3311 Wende Road, Alden New York 14004.