



## TOMPKINS COUNTY BOARD OF ASSESSMENT REVIEW



### OPENINGS AVAILABLE

## Temporary Hearing Panel Members

### What do Temporary Hearing Panels do?

Panel Members hear and evaluate property owners' complaints regarding the assessed value of their property, and then make a recommendation based on the information presented about the accuracy of that value. Panel members receive training and a \$250.00 stipend. All appointments are for one year only.

The Tompkins County Legislature is looking for interested qualified applicants to serve on the 2012 Temporary Hearing Panels. There are six vacancies—2 members to serve on each of the following specialized Hearing Panels:

- Suburban Residential
- Rural Residential
- Commercial/Agricultural.

### What are the Qualifications?

- Knowledge of the local real estate market.
- Active listening and interviewing skills to clarify issues and make points easier to understand.
- Ability to use data to assess both sides of a complaint and make a determination based upon the best information available.
- Ability to be open-minded, considering all dimensions of a situation.
- Able to work through negativity quickly, yet with prudent patience and diplomacy.
- All members must be 18 years old, a United States citizen, and a resident of Tompkins County.

### What is the Time Commitment?

- Attend a half-day of training (early May).
- Participate in "Grievance Day," May 22, from 10AM-2PM and from 4PM-Close (late evening).
- Attend a half-day meeting to formalize determinations on all complaints (Mid/Late June).

### Ready to Apply?

Please complete the application on the reverse side of this notice.

**Deadline to Apply—FEBRUARY 29th, 2012**

Tompkins County Legislature scheduled to approve these appointments at its April 3rd meeting.

**For more information on this important opportunity:**

Visit: <http://www.tompkins-co.org/legislature/advisory>

Call: County Administration 607-274-5551 **Or** Department of Assessment 607-274-5517



\_\_\_\_\_  
Name of advisory group

**TOMPKINS COUNTY LEGISLATURE**  
Courthouse, Ithaca NY 14850  
www.tompkins-co.org/legislature  
[legislature@tompkins-co.org](mailto:legislature@tompkins-co.org)

\_\_\_\_\_  
Seat Title ( Area or constituency represented)      Term length

### ADVISORY BOARD APPLICATION

*Please type or print in black ink (Revised February 2009)*

If you are interested in serving as a member of an advisory group please complete this form: attach additional sheets if necessary. You may be called for an interview and you may wish to attend a meeting of the advisory group if you have not yet done so. Please contact the Legislature Office at 274-5434 or by e-mail: legislature@tompkins-co.org if you have any questions.

Name \_\_\_\_\_ Date of application \_\_\_\_\_

Address (residence) \_\_\_\_\_  
Street City Zip Code

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

Email address \_\_\_\_\_ Length of residence in Tompkins County \_\_\_\_\_

*\*If not a T.C. resident, please stop here and contact the Legislature Office*

Occupation(s)/name and location of business \_\_\_\_\_

Education \_\_\_\_\_  
*schools (degrees) and specialties*

Why are you interested in this position? \_\_\_\_\_

What particular strengths would you bring to this position? \_\_\_\_\_

Experience and community affiliations \_\_\_\_\_

Recommended by \_\_\_\_\_

*If organization or municipality, include name of entity, contact person, and telephone number; if another individual(s), give name(s) and telephone number(s).*

References: (1) \_\_\_\_\_  
*name, address, and telephone number*

(2) \_\_\_\_\_  
*name, address, and telephone number*

\_\_\_\_\_  
**Signature of Applicant**

#### Office use only

Type of appointment: *new or reappointment* Replacing: *(if new)* \_\_\_\_\_ Term expiration date \_\_\_\_\_

Seat Title *(area or constituency represented)*: \_\_\_\_\_

Municipal Recommendation on File

Nominating Committee Recommendation Received

Copied to Comm.: \_\_\_\_\_ Legislative Committee recommendation \_\_\_\_\_ Date \_\_\_\_\_

Legislature appointment date \_\_\_\_\_ Appointment letter mailed date \_\_\_\_\_