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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

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## NOTICE OF EXAMINATION

**CITY ASSESSOR**  
Exam No. 6036

**WHEN TO APPLY:** From: June 3, 2026  
To: June 23, 2026

**APPLICATION FEE: \$91.00**

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Monday, October 19, 2026.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

### WHAT THE JOB INVOLVES:

City Assessors, under supervision, perform professional tax assessing responsibilities at various levels of complexity, involving the performance and/or review of assessments of Class I, II, III and IV real properties and/or supervisory responsibilities involving professional tax assessing. All City Assessors perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

### THE SALARY:

The current minimum salary is \$81,877 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

### HOW TO QUALIFY:

You may be given the test before we verify your qualifications. It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

**As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by June 23, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (June 23, 2026).**

### EDUCATION AND EXPERIENCE REQUIREMENTS:

#### A. For Positions Not Requiring State Board Certification:

These qualification requirements apply to City Assessor positions NOT listed by the Office of Real Property Tax Services (ORPS) as subject to the State Board of Real Property Assessor's Certification requirement. That list may be modified in accordance with changes in subpart 188-8 of the Real Property Assessor Rules.

1. A baccalaureate degree from an accredited college or university **and** two years of satisfactory, full-time experience in real estate work involving the valuation of real property primarily 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, preparation of signed valuation or preparation of appraisal estimates or reports using cost, income and market data approaches to value; **or**
2. An associate degree or 60 semester credits from an accredited college or university **and** three years of satisfactory, full-time experience as described in "1" above; **or**
3. A four-year high school diploma or its educational equivalent **and** four years of satisfactory, full-time experience as described in "1" above; **or**
4. A satisfactory combination of education and/or experience equivalent to "1," "2," or "3" above. College education may be substituted for experience on the basis that 60 semester credits from an accredited college or university is equated to one year of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least two years of

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satisfactory full-time related experience.

**Note:** 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.

**B. For Positions Requiring State Board Certification:**

These qualification requirements apply to City Assessor positions listed by the Office of Real Property Tax Services (ORPS) as subject to the State Board of Real Property Assessor's Certification requirement and may be modified in accordance with changes in subpart 188-8 of the Real Property Assessor Rules.

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like. To be credited, the experience must have been primarily 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, preparation of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value; **or**
2. Graduation from an accredited two-year college and three years of the experience described in paragraph "1" above; **or**
3. A baccalaureate degree from an accredited college and two years of the experience described in paragraph "1" above; **or**
4. Education and/or experience equivalent to "1", "2", or "3" above. 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 may be substituted for six months of the required experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least 18 months of satisfactory full-time related experience.

**Notes:**

In evaluating the experience described in paragraph "B. 1" above, the following conditions shall apply; in no case shall less than six months of the experience described in this section be acceptable.

1. 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 30-hour per week shall be deemed as full-time employment.
3. 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 assessors shall be credited as one year of full-time paid experience. Additional paid part-time experience in excess of these amounts shall be credited proportionately;
4. Volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes 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.

**Course Requirements for Positions Requiring State Board Certification:** To be eligible for appointment, candidates must have taken and successfully completed coursework covering the three approaches for valuing properties: cost approach (15 credit hours); sales comparison approach (15 credit hours); and income approach (30 credit hours). This requirement must be met by the date of appointment to the City Assessor title.

Training Requirements:

1. To be eligible for state board certification, employees must complete the basic course of training, which shall include the following components: assessment administration (New York City); fundamentals of data collection; fundamentals of real property appraisal; income approach to valuation; advanced income approach to valuation; ethics; fundamentals of mass appraisal; and computer assisted mass appraisal modeling.
2. Successful completion of the basic course of training shall be demonstrated by fulfilling the requirements for all required components and passing all of the prescribed examinations for the components. However, the state board may, in its discretion, waive any of the courses of training or may certify without examination any assessor provided that person is:
  - a. A member of the Institute of Assessing Officers of the New York State Assessor's Association or is a member of the Appraisal Institute (MAI or SRPA designations); or
  - b. Designated as a Senior Real Property Appraiser by the Society of Real Estate Appraisers; or
  - c. Designated a certified assessment evaluator or an accredited assessment evaluator by the International Association of Assessing Officers.
3. State board certification must be maintained for the duration of employment. Continuing education courses may be required to maintain state board certification.

**NOTE:** Appointments to City Assessor positions under Qualification Requirements B shall be subject to a two-year probationary period. Employees shall be required to obtain certification by the state board of real property assessors to satisfactorily complete probation.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside of the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information, see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

**Residency Requirement Advisory:**

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

**English Requirement:**

You must be able to understand and be understood in English.

**Proof of Identity:**

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

**HOW TO APPLY:**

Apply through the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at [nyc.gov/CivilServiceNowNYC](http://nyc.gov/CivilServiceNowNYC) and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

**Manhattan**

2 Lafayette Street  
17th Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

**The DCAS Computer-based Testing & Application Centers will be closed on Friday, June 19, 2026.**

**Application Receipt:**

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at [nyc.gov/CivilServiceNowNYC](http://nyc.gov/CivilServiceNowNYC) and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov) to your known senders to ensure you receive all important communications.

**Special Circumstances Guide:**

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

**Civil Service Guidance for Veterans:**

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you Final Submit, no changes can be made. Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

3. **If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "**document-by-document**" (**general**) evaluation.

## THE TEST:

The multiple-choice test for the **City Assessor** position will be conducted at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a **City Assessor**. Task areas to be tested are as follows: field work and data collection; and evaluation.

The test may include questions on the knowledge of: real property valuation principles and practices; assessment principles, policies, and techniques; maps, surveys, and construction drawings related to real property assessment and real estate terminology; New York State and New York City laws and regulations, including Zoning Regulations, relating to real property valuation; standards of proper employee ethical conduct; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

**Deductive Reasoning:** the ability to apply general rules to specific problems to come up with logical answers. **Example:** A City Assessor may use this ability when looking at a physical structure and referring to his/her checklist to determine the completion percentage of a property in progress.

**Inductive Reasoning:** the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. **Example:** A City Assessor may use this ability when determining the value of the property using different sources.

**Information Ordering:** the ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. **Example:** A City Assessor may use this ability when assessing all information related to the property.

**Judgment:** the ability to identify problems or issues and gathering information relevant to making a decision for action. **Example:** A City Assessor may identify and present reasonable solutions and appropriate judgments that directly address issues, know when to escalate issues, develop alternative courses of action, and make decisions based on factual information.

**Mathematical Reasoning:** the ability to understand and organize a problem and then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example:** A City Assessor may use this ability when applying the income approach (IV/R) to value property.

**Number Facility:** the ability to add, subtract, multiply and divide quickly and correctly. This can be steps in other operations like finding percentages. **Example:** A City Assessor may use this ability when calculating percentages to apportion the income and expense of tax lots included on a consolidated income and expense statement.

**Written Comprehension:** the ability to understand written sentences and paragraphs. **Example:** A City Assessor may use this ability when reading New York State real property tax law.

**Written Expression:** the ability to use English words or sentences in writing so that others will understand. **Example:** A City Assessor may use this ability when sending an e-mail to a taxpayer to explain why their property market valuation taxes increased.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

## EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted;

calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov). Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

**Required Identification:** To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

#### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others: Log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs), navigate to your Dashboard, and update your Profile page.

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

#### **SPECIAL ARRANGEMENTS:**

##### **Late Filing:**

If you are currently provisionally employed by the City of New York, consult **your agency's Personnel Office/Human Resources** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

##### **Make-up Test:**

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

**ADDITIONAL INFORMATION:**

If you have the experience, credentials, or certifications listed below, you may be considered for appointment to positions requiring this experience, credentials, or certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience, credentials, or certifications. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your experience, credentials, or certifications will be checked by the appointing agency at the time of appointment.**

1. **Selective Certification for Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
2. **Selective Certification for Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
3. **Selective Certification for AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
4. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: [nyc.gov/CivilServiceNow/NYC](http://nyc.gov/CivilServiceNow/NYC) using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

**Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$104.50 (\$75.00 for DCJS, \$12.00 for FBI plus a \$17.50 service fee). At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

**Promotion Test:** A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 40202; Tax Assessing Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**