

# DUNKIRK CITY CHARTER - ARTICLE XIII

## ARTICLE XIII

### Department of Assessment

**§ 13.00. Department of Assessment. [Amended 04-05-11 as L.L. #5-2011, and passed on 11-08-11 as a Referendum on City of Dunkirk General Election ballot.]**

The Department of Assessment shall consist of one (1) assessor elected at large commencing with the general election in the year 2011 and every two (2) years thereafter.

**§ 13.01. Assessor. [Amended 04-05-11 as L.L. #5-2011, and passed on 11-08-11 as a Referendum on City of Dunkirk General Election ballot.]**

The Assessor shall devote full time to the duties of the office and shall hold no other elective office. The Assessor shall have custody of and responsibility for preparing and maintaining all files, reports, maps, assessment books and other records and papers of the Department. Subject to the Civil Service Law, Rules and Regulations, the Assessor shall appoint all officers and employees of the Department to fill such positions within the Department as authorized by the Common Council; the Assessor may also suspend and remove all employees subject to the Civil Service Law, Rules and Regulations.

**§ 13.02. Powers and Duties.**

The powers and duties of the Department of Assessment shall include:

- (a) Assessment of all real property within the City for taxation;
- (b) Preparation, revision and filing of an annual assessment roll;
- (c) Assistance to the Board of Review in revising and correcting the assessment roll;
- (d) Assistance to the City Treasurer in preparation of the annual tax levy;
- (e) Preparation of special assessments for public improvements;
- (f) Recordation of all conveyances of real property within the City;
- (g) Attendance at Common Council meetings;
- (h) Performance of such other similar and related duties as may be assigned by the Mayor.

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### **§ 13.03. Annual Board of Assessment Review Meeting.**

The Board of Assessment Review shall meet annually to hear complaints as to assessments in the City of Dunkirk on the second Tuesday in June and so many days thereafter as the Board of Assessment Review deems necessary.  
**[Amended by L.L. #1-2013 on 04-02-13]**