

APPRAISAL TECHNICIAN

GENERAL STATEMENT OF DUTIES: Qualifies and quantifies basic market data to be used in the valuation of real property; interfaces assessment data with computerized assessment/property records system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Assessor or Real Property Appraiser, the incumbent in this class performs responsible work in the quantifying and qualifying of actual sales of real property within the municipality, the field inspection (under supervision) of the sale of the property and a check of the accuracy of existing assessment making a basic analysis of the sales data and will be required to make simple data entries on a computer terminal. This position is distinguished from that of Real Property Appraiser by the following: all field work is performed under direct supervision valuations of real property are not made by the incumbent in this class; work is performed on a paraprofessional level. Supervision is not usually a requirement of this class.

EXAMPLES OF WORK: (Illustrative Only)

Makes a preliminary review and basic analysis of sales data;

Conducts assigned field inspections (under supervision) relating to sales data;

Reviews deeds, mortgage records, tax records, to extract information;

Verifies assessment data;

Reports discrepancies in records;

Enters verified data, after review by the Assessor, in work book and/or automated property/assessment record system;

Assists in the valuation process of properties under direct supervision;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May confer with taxpayer.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Some familiarity with modern principles and practices of real property appraisal; working knowledge of legal terminology used in deeds, property descriptions, tax records, and mortgage instruments; ability to make mathematical computations; accuracy; integrity; courtesy; ability to communicate orally; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of full-time paid experience in the field of real estate i.e. real estate agent, broker, etc.; or: (b) an Associate's Degree* in the field of Business Administration, Accounting, Marketing, or related field; or (c) a satisfactory equivalent combination of the foregoing training and experience

SPECIAL REQUIREMENT: Satisfactory completion of Society of Real Estate Appraisers Course 101 or American Institute of Appraisers Course 1, or equivalent within one year of appointment and any additional courses prescribed by the State Board of Equalization and Assessment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.