APPRAISAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Assessor or Real Property Appraiser, the incumbent of this position quantifies and qualifies basic market data of actual sales of real property in the municipality to be used in the valuation of real property; enters and compiles assessment data using a computerized assessment/property records system; and conducts routine field inspections of land and structures (under supervision) to assist in the appraisal of their value. In addition, the incumbent verifies the accuracy of existing assessments by performing basic analyses of property sales data and records. Assignments are reviewed and monitored for accuracy and completeness by a technical supervisor. Incumbents may also provide routine over-the-counter assistance to the public as it pertains to municipal assessment and appraisal services.   This position is distinguished from that of Real Property Appraiser in that all field work is performed under direct supervision and actual valuations of real property are not made by the incumbent in this class. This is responsible work performed on a paraprofessional level. Supervision is not usually a requirement of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes a preliminary review and basic analysis of property sales data;

Obtains and verifies comparable sales data as a means of validating appraisal findings;

Conducts assigned field inspections (under supervision) relating to sales data and takes necessary pictures and measurements;

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;

May confer with taxpayers and provide over-the-counter assistance to the public;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of modern methods, procedures and materials used in real property appraisal and assessment; working knowledge of legal terminology used in deeds, property descriptions, tax records, and mortgage instruments; ability to make mathematical computations; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to understand and carry out oral and written instructions; ability to deal effectively with the public; accuracy; integrity; courtesy; 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) two (2) years of full-time paid experience in the valuation of real property or in gathering of information to be used in the valuation of real property; or (c) an Associate's* or Bachelor's* Degree.

SUBSTITUTION: Satisfactory completion of New York State Office of Real Property Tax Services courses in both Fundamentals of Assessment Administration and Fundamentals of Data Collection may be substituted for one (1) year of the above required experience.

*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.