

REAL PROPERTY APPRAISER

GENERAL STATEMENT OF DUTIES: Appraises real property to obtain basic data for determination of valuation for tax purposes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is the first level professional appraisal position; the work involves responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates. Work is performed under the direct supervision of the Assessor. Supervision may be exercised over the work of technical and clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers;

Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;

Prepares detailed, factual and analytical reports of the basis for valuation estimates including all pertinent data;

Reviews deeds and other property records to extract pertinent information;

Reports discrepancies in records of building location, topography, condition, bulkheading, street conditions, and improvements;

Confers with taxpayers and assessors to explain factors used in determining valuation;

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern principles and practices of real property appraisal for tax purposes; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; demonstrated ability to make accurate appraisals of real property; ability to plan and supervise the work of technical subordinates; ability to effectively use computer software applications such as spreadsheets, word processing, calendar, e-mail and database software; integrity; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (As established by the New York State Office of Real Property Services): (a) graduation from high school or possession of a high school equivalency diploma and either: (a) three years of satisfactory full-time paid experience in an occupation involving the valuation of real property such as appraiser, valuation data manager, real property appraisal aide or the like. Two years of this experience must have been in a full-time paid position requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports; or (b) graduation from an accredited two- or four year college with a major in a related field and a minimum of 12 credit hours in real property appraisal courses and one year of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as appraiser, valuation data manager, real property appraisal aide or the like. This experience must have been in a full-time paid position requiring the used of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.

SPECIAL REQUIREMENT: Real Property Appraiser must complete a basic course of training as prescribed by the New York State Board Office of Real Property Services.