

REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: This is the first level professional appraisal position. Incumbents are responsible for obtaining and reporting factual and relevant data to support real property valuation estimates related to the assessment of real property for purposes of taxation. Work is performed under the direct supervision of the Assessor. Supervision may be exercised over the work of technical and clerical staff. Does related work as required.

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;

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

May perform other incidental tasks, as necessary.

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 read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; 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: (In accordance with Codes, Rules and Regulations of the State of New York, Title 20, Part 8188, Subpart 8188-5.3): Either:

(a) graduation from high school or possession of a high school equivalency diploma and three (3) 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 (2) years of which 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

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (Cont'd):

(b) graduation from an accredited two or four year college* with a major in a related field and a minimum of twelve (12) credit hours in real property appraisal courses and one (1) year of satisfactory full-time paid experience as described in (a), that also requires the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.

SUBSTITUTION: Satisfactory completion of 60 college credits* in a field related to real property appraisal may be substituted for one (1) year of the experience described in (a), however, two (2) years of 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Real Property Appraisers must complete a basic course of training within one year of commencement of his/her certification requirement as prescribed in Codes, Rules and Regulations of the State of New York, Title 20, Part 8188, Subpart 8188-2.6. It is the responsibility of the appointing authority to ensure that the candidate has been certified or recertified throughout employment in accordance with this rule.