

SENIOR REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assessor, incumbents are responsible for the valuation of property for tax purposes. This is a professional appraisal position responsible for overseeing, monitoring and determining the value of real property for compliance with New York State Real Property Tax Law and the Town code. Incumbents review, obtain, report and analyze factual and relevant data to support real property valuation estimates and the determination of assessed values for purposes of taxation. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Gathers information necessary to determine appraisal value from applicable sources;

Performs area surveys to determine market value of residential, commercial and industrial properties;

Reviews income and expense statements and establishes guidelines for property types and neighborhoods;

Reviews complainant's appraisals for Board of Assessment Review (BAR) or assessment appeals;

Reviews information received from outside sources to ensure that the valuations are within acceptable guidelines;

Plans and directs the work of staff assigned the responsibility of residential and non-residential property appraisals;

Assigns and reviews work of staff members to ensure projects are completed in a timely and uniform manner;

Supervises and reviews data collection and verification to ensure consistency of information reported, including information attained through field work assignments, such as measurements, photographs, and property characteristic details;

Gives presentations and fulfills obligations of department in absence of Assessor;

Represents the Assessor at various meetings and hearings, as required;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern principles and practices of real property appraisal for tax purposes; good knowledge of legal terminology used in deeds, liens, property descriptions and tax records; knowledge New York State Real Property Tax Law, ability to plan and supervise the work of technical and professional subordinates; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; integrity; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and four (4) 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, three (3) 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

(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 two (2) years 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, three (3) 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 as prescribed in NYCRR Title 9, Chapter 1, Part 188, Subpart 188-5.6.