

REAL PROPERTY DATA LISTER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for interviewing people and measuring and inspecting property to obtain data used in developing a real property sales file. The work is performed in the field under general supervision. Supervision of the work of others is not a normal function of this position.

TYPICAL WORK ACTIVITIES:

1. Interviews homeowners to verify sale price of property;
2. Inspects property to confirm and expand upon information developed in interview or to update information for edit report;
3. Measures property and structures and computes square footage of buildings;
4. Records the physical features of properties on standard forms;
5. Reports discrepancies in records of building location topography, condition bulkheading, street conditions and improvements;
6. Judges construction quality based on field observation of structural detail;
7. Estimates depreciation from established age-life-condition relationships;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building construction practices, material and costs; ability to measure buildings and real property; ability to compute building areas based on measurements; ability to collect information through interview; ability to communicate effectively with the public; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) One (1) year of full-time paid work experience;

OR: (B) Completion of one (1) year (30 credit hours) from a regionally accredited or New York State registered college or university.

SPECIAL REQUIREMENTS:

Eligible for New York State Driver License at the time of application. Possession of a valid New York State Driver License at time of appointment and to maintain position.

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ADOPTED: 04/23/79

REVISED: 10/18/16