

REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS:

This is professional appraisal work involving responsibility for appraising real property to determine its' value for tax purposes. This position involves field work to obtain and report factual and relevant data to support real property valuation estimates. Work is performed under the direct supervision of the Assessor or a higher level administrative employee. Supervision may be exercised over the work of technical and support staff.

TYPICAL WORK ACTIVITIES:

1. Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers;
2. Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;
3. Prepares detailed, factual and analytical reports on the basis for valuation estimates including all pertinent data;
4. Reviews deeds and other records to extract pertinent information;
5. Reports discrepancies in records of building location, topography, condition, street conditions and improvements;
6. Confers with taxpayers and assessors to explain factors used in determining valuation;
7. Does related work as required.

FULL PERFORMANCE 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; ability to make accurate appraisals of real property; ability to plan and supervise the work of subordinate staff; 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) Graduation from an regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree with a major in a related field and a minimum of 12 credit hours in real property appraisal courses PLUS one (1) 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 use of independent judgement in the appraisal of real estate, including the preparation of original written detailed reports;
- OR: (B) 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 years of this experience must have been in a full-time paid position requiring the use of independent judgement in the appraisal of real estate, including the preparation of original written detailed reports.

REAL PROPERTY APPRAISER (Cont'd)

MINIMUM QUALIFICATIONS: (Cont'd)

NOTE: For candidates qualifying under (B): Candidates may substitute two years of college study in a related field for one year of the above listed experience only. In no case shall less than two years of the specialized appraisal experience involving the preparation of original written detailed reports be acceptable.

These qualifications are established by the NYS Board of Equalization and Assessment and are listed under NYS Codes, Rules and Regulations, Title 9 Executive, Section 188-5.3.

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ADOPTED: 01/24/75

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09/06/83

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