<u>**SENIOR REAL PROPERTY DATA LISTER**</u>

<u>**DISTINGUISHING FEATURES OF THE CLASS:**</u>

This position is responsible for overseeing the accurate performance of record keeping functions related to the collection of real property sales information. This position is responsible for field work conducted to obtain data used in developing a real property sales file. Work is performed under the general supervision of a higher level administrator. The incumbent will be responsible for leading and participating in the day to day activities concerning data collection.

<u>**TYPICAL WORK ACTIVITIES:**</u>

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1.   Directs the activities of subordinate personnel involved in the collection of property data;
2.   Maintains quality control of record system;
3.   Responds to various concerns of property owners and resolves problems;
4.   Summarizes activity levels and provides information on data collection as required;
5.   Lead and participate in field work inspections;
6.   Judges construction and estimates depreciation;
7.   Interviews property owners concerning data collected;
8.   Coordinates special programs such as the Star program for senior citizens.

<u>**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**</u>

Good knowledge of office terminology, procedures and techniques;
Working knowledge of building construction practices, material and costs;
Ability to direct the work of others;
Ability to maintain and organize records;
Ability to use electronic data processing equipment;
Ability to communicate effectively with the public;
Ability to measure buildings and real property;
Ability to collect information through interview;
Ability to compute building areas based on measurements;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

<u>**MINIMUM QUALIFICATIONS:**</u>

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience in an occupation involving the valuation of real property.

<u>**SPECIAL REQUIREMENT:**</u>

Eligibility for a New York State motor vehicle operator's license at the time of application. Possession of license at time of appointment.

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