

DEPARTMENT: All APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 13, 2017

REAL PROPERTY APPRAISAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This classification has been designed to provide a career track for those individuals with little or no real property appraisal experience to eventually be deemed qualified by the New York State Department of Taxation and Finance-Office of Real Property Services (ORPTS) for appointment to the position of Assessor. An incumbent will learn to perform assessment-related activities through on-the-job training and attendance at local training courses. Supervision is not normally a duty of the position. Performs related work as required.

TYPICAL WORK ACTIVITIES:

1. Visits sites of selected real properties to collect information required for valuation;
2. Takes and records measurements of dimensions of buildings;
3. Observes and records physical condition of structures;
4. Inspects improvements and records descriptions;
5. Interviews owners concerning ownership, property features, income and expenses;
6. Makes and records observations of neighborhood;
7. Inspects records, and transfers relevant sales/mortgage information onto data collection documents;
8. Prepares written reports based on analysis of field data collected;
9. Judges construction quality;
10. Prices structural components from standard price tables;
11. Estimates depreciation;
12. Prepares preliminary valuation estimates of all types of real estate, and the basis for such estimates;
13. Reports discrepancies in records;
14. Reviews state exemption forms for the assessment roll;
15. Prepares required periodic Assessor's reports;
16. Receives and acts upon written, telephone, and in-person complaints and requests for information, forms or assistance;
17. Identifies and retrieves property records and pertinent background information;
18. Prepares information for the Assessor's review and/or signature;
19. Confers with taxpayers and Assessor to explain factors used in determining valuation;
20. Provides descriptive literature and related information to the local legislative body and community groups regarding the real property information system;
21. Prepares and maintains forms and records related to property assessment, grievances, appeals and exemptions;
22. May type letters, reports, memoranda and other correspondence for the Assessor's signature;
23. May transfer data from annual to computerized forms using standard codes;
24. May interpret error messages and effect necessary data corrections.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Assessor's office terminology, procedures and equipment, including the State Real Property Information System; working knowledge of modern property valuation and assessment methods; good knowledge of office management procedures and equipment; good knowledge of building construction materials and procedures, building design, and labor costs; good knowledge of legal terminology used in deeds, liens, property descriptions and tax records; good knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good knowledge of deeds and related property records; ability to make clear and concise oral and written communications with engineers, architects, contractors, Assessor, and taxpayers; ability to establish and maintain effective relationships with the public, Assessor, and other officials; ability to read and understand documents of a legal nature relating to property valuation and assessment work; sound professional judgment; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession an equivalency diploma **and** one (1) year of full-time paid post high school work experience.

NOTE: Education cannot substitute for the experience requirement.

SPECIAL REQUIREMENT:

Possession of a current New York State Driver's license.

FOR ADVANCEMENT TO TECHNICIAN LEVEL:

Incumbents must take the examination for Real Property Appraisal Technician and be among the top three eligible candidates in order to be permanently advanced to Real Property Appraisal Technician.