

**DEPARTMENT:** TOWNS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 14, 2014

**REAL PROPERTY APPRAISAL TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for gathering basic data for use by a Real Property Appraiser or Assessor determining valuation for tax purposes. It also involves administrative support and office management responsibilities to ensure the effective and efficient operation of a municipal assessment office. Work is performed under the direct supervision of a Real Property Appraiser or Assessor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists the Assessor with the valuation of real property which includes measuring and preparing scale diagrams of buildings and structures, calculating the area of the structure based on own measurements and using construction blueprints and recording the physical features of properties on standard forms;
2. Assists the Assessor in conducting informal review hearings with property owners prior to grievance day;
3. Maintains computer data system using real property software to update parcels and inventories, to enter and transmit sales, and to compile standard and custom reports;
4. Reviews deeds and other property records to extract pertinent information;
5. Performs office management tasks that require a good knowledge of assessment administration;
6. Answers phone calls and prepares correspondence to provide information to property owners regarding property taxes, tax rates, property values, and tax exemptions;
7. Maintains financial records including vouchers to be submitted to the Town Board;
8. Compiles data and prepares reports;
9. Receives, processes and analyzes the acceptability of information submitted by property owners applying for various exemptions and arranges for the completion of all forms which may require a visit to the applicant's home;
10. Assists in maintaining computerized real property information regarding building permits and includes auditing and maintaining the image file for all property photos;
11. Reports discrepancies in records of building location, topography, condition, street conditions and improvements;
12. Performs routine clerical tasks as directed including the coordination of an annual schedule to meet specific deadlines according to the Assessor calendar.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of property values and assessed values for tax purposes; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; skills required to utilize modern office equipment including computer software and peripherals at an acceptable rate of speed and accuracy; strong communication skills; ability to operate computerized real property information system; ability to compute building areas and volumes based on measurements, diagrams and blueprints; ability to communicate effectively with the public; tact and courtesy; integrity; sound professional judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one of the following:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in construction or civil technology, civil engineering, GIS or closely related field and one (1) year of full-time paid general clerical experience in a property assessment office or real property related field; **OR**

Two (2) years of full-time paid general clerical experience in a property assessment office or real property related field.

**SPECIAL REQUIREMENT:**

1. Successful completion of on-the-job training and attendance at local training courses within one (1) year of appointment.
2. Possession of a valid New York State Driver's License.