

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRURARY 3, 2014

REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: This is professional appraisal work involving responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates. Appraises real property to obtain basic data for determination of valuation for tax purposes. Work is performed under the direct supervision of the Assessor or Director of Real Property Tax Services. Supervision may be exercised over the work of technical and clerical staff. Does related work as required.

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 field inspections of real property for appraisal and reappraisal and makes field notes;
3. Prepares detailed, factual and analytical reports of the basis for valuation estimates including all pertinent data;
4. Reviews deeds and other property records to extract pertinent information;
5. Reports discrepancies in records of building location, topography, condition, bulkheading, street conditions, and improvements;
6. Confers with taxpayers and assessors to explain factors used in determining valuation.
7. Assists the City Assessor in supervising the preparation of tax rolls and tax bills.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

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; demonstrated ability to make accurate appraisals of real property; ability to plan and supervise the work of technical subordinates; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents with a major in a related field and a minimum of twelve (12) credit hours in real property appraisal courses **and** 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 similar position. This experience must have been in a full-time paid office requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports; **OR**

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 similar position. Two (2) years of college study at a regionally accredited college or university or one accredited by the New York State board of Regents in a related field may be substituted for one (1) year of experience. Two (2) years of this experience must have been in a full-time paid office requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.