

## REAL PROPERTY AIDE

Code No.: 4-18-375

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a paraprofessional position responsible for assisting in preparing residential property tax valuations and maintaining related records and documents. The position differs from the higher Real Property Appraiser, in that assignments are restricted to residential property and other duties are more limited in scope. Duties are performed both indoors and outside in any type of weather. The employee reports directly to and works under the general supervision of the Assessor. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts field inspections of real property to verify measurements, including measuring and computing square footage, and compliance with building permits;

Photographs and lists data of property inside and out;

Logs permits from the Building Inspector's Office and investigates improvements made to properties without permits;

Completes reports and check lists;

Reports discrepancies in building locations, topography, exterior buildings, etc.;

Reviews deeds and other property records to extract relevant information;

Sketches houses and plot plans;

Assists taxpayers by locating property records and dispensing routine information;

Maintains data both manually and utilizing a computerized database;

Interviews property owners to verify data and sales price of properties;

Reviews outside appraisal reports and may prepare preliminary assessments;

Moves materials when necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of modern principles and practices of real property appraisal for tax purposes; working knowledge of real property terminology; ability to read plans, maps, and diagrams; ability to prepare short reports and written materials; ability to take accurate measurements of residential properties and compute square footage; ability to deal effectively with the public and dispense and obtain routine information; ability to photograph and sketch properties; ability to perform clerical duties such as maintaining databases; ability to utilize a

personal computer; ability to move twenty (20) pounds; ability to work in inclement weather; ability to physically maneuver in and out of tight conditions and ascend and descend; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's degree or successful completion of sixty (60) college semester credit hours PLUS six (6) months of paid full-time or its part-time equivalent experience in either: collection and recording of property inventory data, or preparation of comparable sales analysis reports, or preparation of appraisal estimates, or building appraisals, or estimating work, or building construction experience in a position requiring knowledge of unit and overall construction costs; OR,
- (B) Two (2) years of the experience listed in (A) above; OR,
- (C) One (1) year paid full-time or its part-time equivalent experience as a real property appraisal aide or in data management; OR,
- (D) Any equivalent combination of training and experience defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENTS:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** May 19, 1994  
**REVISED:** April 6, 1995  
**REVISED:** December 8, 2005