

REAL PROPERTY APPRAISER

Code No. 6-18-011
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional appraisal position responsible for appraising real property to obtain basic data for determination of valuation for tax purposes. The employee reports directly to, and works under the general supervision of an Assessor or other higher level staff member. Supervision may be exercised over the work of clerical staff. 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.)

Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers;

Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;

Develops detailed, factual and analytical reports of the basis for valuation estimates including all pertinent data;

Reviews deeds and other property records to extract pertinent information;

Reports discrepancies in records of building location, topography, condition, bulk heading, street conditions, and improvements;

Confers with taxpayers and assessors to explain factors used in determining valuation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND OTHER 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; ability to analyze and make accurate appraisals of real property; ability to locate discrepancies in information; ability to write/create accurate reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, or real property appraisal aide, two (2) years of which must have involved the use of independent judgment in the appraisal of real estate including composing original written detailed reports; OR,
- (B) Graduation from a New York State registered or regionally accredited college or university with an Associate's or Bachelor's degree with a major or concentration in a real estate field plus one (1) year paid full-time or its part-time equivalent experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, or real property appraisal aide that must have involved the use of independent judgment in the appraisal of real estate including composing original written detailed reports; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and

(B) above.

SPECIAL REQUIREMENT: 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 position.

REVISED: April 17, 1986
REVISED: June 18, 1992
REVISED: August 7, 2014