

REAL PROPERTY APPRAISER TRAINEE

Code No.: 6-18-009
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a training position which involves assisting in appraising real property to obtain basic data for determination of valuation for tax purposes. Trainees will learn how to obtain and report factual and relevant data supporting real property valuation estimates. After successfully completing a three year traineeship in this title, a trainee may become a Real Property Appraiser, without further examination. Trainees perform duties under the close supervision of a Real Property Appraiser or Assessor. Supervision of others is not a responsibility of this class. 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):

Assists in the evaluation of real estate, helps in the review of appraisals with local officials; assists in making preliminary reviews and in analyzing appraisal reports from outside appraisers;

Assists in field inspection of real property for appraisals and reappraisals, and makes field notes;

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

Assists in the review of deeds and other records to extract pertinent information;

Assists in the reporting of discrepancies in records of building location, topography conditions, bulkheading, street conditions and improvements;

Communicates with taxpayers and real property appraisers to explain factors used in determining valuation;

Prepares data processing input forms relative to tax information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to learn modern principles and practices of real property appraisals for tax purposes; ability to learn legal terminology used in deeds, liens, property descriptions and tax records; ability to learn how to make accurate appraisals for real property; ability to prepare factual and analytical reports; ability to take legible field notes; ability to communicate effectively; good judgement; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

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.

REVISED: January 8, 1987
Reviewed: 3/17/87