

REAL PROPERTY APPRAISER (PROM)

NYS #77-792 RC/EL #17062

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **June 10, 2017**; Last filing date **April 19, 2017**

VACANCY: One in the **Town of Clarkstown.**

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is a professional appraisal position which involves determining the value of real property through the evaluation of factual and other relevant data. Work is performed under the supervision of a senior staff member or an Assessor. Work direction may be exercised over a small group of technical and clerical support staff. Does related work as required.

MINIMUM QUALIFICATIONS: You must be currently employed by the **Town of Clarkstown** and have one year of permanent competitive class status there in a position allocated to a salary grade 21-25 within a period of three years immediately preceding the date of examination. In addition, your experience must include:

1. Graduation from high school or possession of an equivalency diploma and three years of full-time, paid experience in an occupation involving the valuation of real property, such as appraiser, valuation data manager, real property appraisal aide or the like. Two years of this experience must have required the use of independent judgment in the appraisal of real estate, including the preparation of original, written, detailed reports; or
2. Graduation from an accredited two or four-year college with a major in a related field and a minimum of twelve credit hours in real property appraisal courses; and one year of full-time, paid experience in an occupation involving the valuation of real property, such as appraiser, valuation data manager, real property appraisal aide or the like. This experience must have required the use of independent judgment in the appraisal of real estate, including the preparation of original, written, detailed reports.

SPECIAL REQUIREMENTS:

1. Completion of a basic course of training prescribed by the New York Codes, Rules and Regulations Title 20, Chapter XVI, Part 8188, Subpart 8188-5.6.
2. It shall be the responsibility of the appointing authority to submit an Application for Qualifications Review, on behalf of the candidate, to the New York State Department of Taxation and Finance and to ensure completion of further training requirements as prescribed by the New York Codes, Rules and Regulations.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than August 10, 2017.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website:** www.rocklandgov.com. You must pay the required evaluation fee.

SEE NEXT PAGE

REAL PROPERTY APPRAISER (PROM) #77-792 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Data collection – These questions test for a knowledge of the variables that are collected for residential, commercial, vacant and farm properties.
Hypothetical situations may be used to test for candidate knowledge, skill, and ability in this area.
The majority of these questions are based on the terms, concepts, and principles of data collection that are contained in the Department of Taxation and Finances' data collection manuals which can be found at www.tax.ny.gov/research/property/assess/manuals/assersmanual.htm
2. Name and number checking – These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
3. Preparing written material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. Principles and techniques of real property appraisal – These questions test for a knowledge of principles and practices used in the appraisal of agricultural, commercial, and residential real property including knowledge of the three approaches to value; sales comparison, income, and cost estimation.

Special emphasis will be placed upon the ability to analyze market data and develop land schedules, market models, and income models for use in mass appraisal.

5. Understanding and interpreting abstracts, deeds, and other documents related to real property – These questions test for the ability to understand and apply information contained in documents related to real property and include examples, illustrations and applications of laws and procedures in relation to the reading and interpretation of title abstracts, deeds and other related documents.

USE OF CALCULATORS IS RECOMMENDED

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: www.cs.ny.gov/testing/localtestguides.cfm.

Date Issued: 03/31/17