

REAL PROPERTY APPRAISER ASSISTANT (PROM)
NYS #78-644 RC/EL #18014

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 9, 2018**; Last filing date **April 18, 2018**

VACANCIES: One each in the **Town of Ramapo** and the **Town of Orangetown**. The **Town of Ramapo** may not be filling the vacancy at this time.

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 work of a responsible nature which involves assisting the Real Property Appraisers in determining the value of real property by gathering factual and other relevant data. Data includes real property sales data, computed assessed values and other statistical data for support or change of such valuations. Occasional field work is required to investigate construction progress related to building permits and verify other dwelling characteristics. The work is performed in accordance with prescribed procedure under the supervision of the Senior Real Property Appraiser and the Assessor with latitude for independent action. Does related work as required.

MINIMUM QUALIFICATIONS:

1. You must be currently employed by the **Town of Orangetown** and have one year of permanent competitive class status in a position or combination of positions allocated to CSEA salary grade 9 through 11 within a period of three years immediately preceding the date of the written examination. In addition, your experience must include:
 - a. Graduation from high school or possession of an equivalency diploma and two years of paid work experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, real property appraisal aide or the like; **or**
 - b. An Associate's degree or higher and one year of paid work experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, real property appraisal aide or the like; **or**
 - c. A Bachelor's degree or higher and a valid Real Estate Appraisal Assistant license.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicle to be operated.

2. You must be currently employed by the **Town of Ramapo** and have one year of permanent competitive class status there in any lower level position within a period of three years immediately preceding the date of the written examination. In addition, your experience must include:
 - a. Graduation from high school or possession of an equivalency diploma and two years of paid work experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, real property appraisal aide or the like; **or**
 - b. An Associate's degree or higher and one year of paid work experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, real property appraisal aide or the like; **or**
 - c. A Bachelor's degree or higher and a valid Real Estate Appraisal Assistant license.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicle to be operated.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than August 9, 2018.) 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.

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 Finance's data collection manuals which can be found at www.tax.ny.gov/research/property/assess/manuals/assessmanual.htm.
2. **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 values; 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.
3. **Principles, practices and theory of real property assessment** – These questions test for a knowledge of the equalization rate process, the assessors' calendar, the content of the assessment roll, and the exemptions from real property taxes in New York State. These questions will also test for the ability to use public relations skills when confronted by individuals in your municipality.
4. **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 FOR THIS EXAMINATION

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: 3/21/18