REAL PROPERTY APPRAISER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:
Computes replacement cost for new, actual and assessed values using established procedures, manuals and tax tables;
Identifies and organizes information regarding real property sales to build a confirmed sales database for real estate evaluation;
Presents automated sales and cost approach valuations results and case analysis to other towns and outside agencies and the public relating to annual valuations, grievances and small claim assessment review proceedings;
Collects and compiles real estate data to facilitate accurate valuations;
Represents the Assessor in Small Claims Assessment Review proceedings;
Investigates and processes building permits to implement property value changes;
Prepares and maintains project registers to provide statistical data, control paper flow and facilitate taxpayer file location;
Processes parcel splits and combinations;
Interprets both lot and block and meets and bounds legal descriptions;
Assists the public and Town agencies by providing and interpreting real estate information;
Identifies and updates parcels for zoning changes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of real property valuation; good knowledge of basic arithmetic; working knowledge of modern principles and practices of real property appraisal for tax purposes; ability to read deeds and maps for locating property; ability to understand complex written and oral instructions; ability to communicate effectively both orally and in writing; ability to maintain records and make reports; ability to enter/retrieve data from a real property computer program and manuals.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma <u>and</u> two (2) 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**

2. An Associate's degree or higher <u>and</u> one (1) 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**

3. A Bachelor's degree or higher <u>and</u> 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.

R.C.D.P.   (8.09.2011)   06.02.2015
Competitive