REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:
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;
Prepares 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 such as building location, topography, condition, improvements, etc.;
Confers with taxpayers, assessor and other concerned parties to explain factors used in determining valuation;
May provide work direction to technical and clerical support staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of modern principles and practices of real property appraisal for tax purposes; good knowledge of legal terminology used in deeds, liens, property descriptions and tax records; a demonstrated ability to make accurate appraisals of real property.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and three (3) 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 (2) 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; <u>or</u>

2. Graduation from an accredited two or four year college with a major in a related field and a minimum of 12 credit hours in real property appraisal courses; and one (1) 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.

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Competitive