

REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates. Work is performed under the direct supervision of the Commissioner of Assessment and Taxation. Appraises real property to obtain basic data for determination of valuation for tax purposes; does related work as required. Supervision may be exercised over the work of technical and clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises or performs data collection for inventory and assessment valuation purposes;
- Photographs each parcel;
- Measures and prepares scale diagrams of building and improvements;
- Calculates the area of the structures based on own measurements and using construction blueprints;
- Records physical features of properties on standard property record card;
- Judges construction quality based upon field observations of structural details;
- Supervises or performs physical review of each building permit to ascertain its contribution to value, and for inventory purposes;
- Reviews deeds, tax maps and other property records and extracts pertinent information;
- Reviews assessments for valuation in connection with Small Claims Review;
- Reviews appraisal reports from valuation determination during grievance period.
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of modern principles and practices of real property appraisal for tax purposes;
- Working knowledge of building construction practices, materials and costs;
- Familiarity with legal terminology used in deeds, liens, property descriptions and tax records;
- Ability to compute building areas and volumes based on measurements, diagrams and blueprints;
- Demonstrated ability to make accurate appraisals of real property;
- Ability to plan and supervise the work of technical subordinates;
- Ability to communicate effectively with appraisal professionals and the public;
- Integrity;
- Tact;
- Courtesy;
- Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS: (Established by the New York State Office of Real Property Services)

- A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of satisfactory experience in an occupation involving the valuation of real property, two years of which shall have been a full-time paid position requiring the use of independent judgement in the appraisal of real estate including the preparation of original written detailed reports; **OR**
- B. An equivalent combination of training and experience as indicated above.

NOTES:

1. In no cases shall less than two years of the full- time paid, specialized appraisal experience described above involving the preparation of original written detailed reports be accepted.
2.
 - a. Valuation experience beyond the minimum described above may be substituted for one year of the general experience only.
 - b. Two years of college study in a related field may be substituted for one year of the general experience.

SPECIAL NOTE: At the time of appointment candidate must have completed a basic course of training prescribed by the New York State Board of Equalization and Assessment.