

REAL PROPERTY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent gathers basic data for use by a Real Property Appraiser or Assessor to determine valuation for tax purposes. This is a technical position involving responsibility for obtaining data used by professional personnel in making appraisals of real property. Work is performed under the direct supervision of a Real Property Appraiser or Assessor for professional appraisal positions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Measures and prepares scale diagrams of buildings and structures;
- Calculates the area of the structure based on own measurements and using construction blueprints;
- Records the physical features of properties on standard forms;
- Judges construction quality based on field observation of structural detail;
- Estimates depreciation from established age-life condition relationships;
- Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;
- Reviews deeds and other property records to extract pertinent information;
- Reports discrepancies in records of building location, topography, condition, bulkheading, street conditions and improvements;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal computers and office equipment;
- Working knowledge of modern principles and practices of real property appraisal for tax purposes;
- Working knowledge of legal terminology used in deeds, liens, property descriptions and tax records;
- Working knowledge of accurate appraisals of real property;
- Working knowledge of computation of building areas and volumes based on measurements, diagrams and blueprints;
- Ability to make clear and concise oral and written communications with engineers, architects, contractors, assessors, and taxpayers;
- Integrity;
- Tact and courtesy;

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- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering technology, engineering science, accounting, construction technology, mathematics and science or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of fulltime paid experience in an occupation such as real estate agent, real estate appraiser, mortgage broker, real property clerk, real property tax service, a position with demonstrated skills in math, or related field.

SPECIAL NOTE: A Real Property Technician must complete a basic course of training prescribed in the State Office of Real Property Services during his/her first year of employment.