

DEPARTMENT: All APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 14, 2014

REAL PROPERTY APPRAISAL TECHNICIAN/TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This classification has been designed to provide a career track for those individuals with little or no real property appraisal experience to eventually be deemed qualified by the New York State Department of Taxation and Finance-Office of Real Property Services (ORPTS) for appointment to the position of Assessor. Real Property Appraisal Technician positions may be filled at the Trainee level. This is a two-year traineeship in which an incumbent will learn to perform assessment-related activities through on-the-job training and attendance at local training courses. Persons successfully completing the two-year training period will automatically be advanced to the position of Real Property Appraisal Technician without further examination. Real Property Appraisal Technicians are full performance level positions responsible for collecting extensive field data that are used by Assessors for the assessment and valuation of real property. Employees in this class perform related technical duties in support of an Assessor. Considerable leeway is allowed for the exercise of independent judgement in performing work assignments. Supervision is not normally a duty of the position. Performs related work as required.

TYPICAL WORK ACTIVITIES:

1. Visits sites of selected real properties to collect information required for valuation;
2. Takes and records measurements of dimensions of buildings;
3. Observes and records physical condition of structures;
4. Inspects improvements and records descriptions;
5. Interviews owners concerning ownership, property features, income and expenses;
6. Makes and records observations of neighborhood;
7. Inspects records, and transfers relevant sales/mortgage information onto data collection documents;
8. Prepares written reports based on analysis of field data collected;
9. Judges construction quality;
10. Prices structural components from standard price tables;
11. Estimates depreciation;
12. Prepares preliminary valuation estimates of all types of real estate, and the basis for such estimates;
13. Reports discrepancies in records;
14. Reviews state exemption forms for the assessment roll;
15. Prepares required periodic Assessor's reports;
16. Receives and acts upon written, telephone, and in-person complaints and requests for information, forms or assistance;
17. Identifies and retrieves property records and pertinent background information;
18. Prepares information for the Assessor's review and/or signature;
19. Confers with taxpayers and Assessor to explain factors used in determining valuation;
20. Provides descriptive literature and related information to the local legislative body and community groups regarding the real property information system;
21. Prepares and maintains forms and records related to property assessment, grievances, appeals and exemptions;
22. May type letters, reports, memoranda and other correspondence for the Assessor's signature;
23. May transfer data from annual to computerized forms using standard codes;
24. May interpret error messages and effect necessary data corrections.

CONTINUED

REAL PROPERTY APPRAISAL TECHNICIAN/TRAINEE CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Assessor's office terminology, procedures and equipment, including the State Real Property Information System; working knowledge of modern property valuation and assessment methods; good knowledge of office management procedures and equipment; good knowledge of building construction materials and procedures, building design, and labor costs; good knowledge of legal terminology used in deeds, liens, property descriptions and tax records; good knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good knowledge of deeds and related property records; ability to make clear and concise oral and written communications with engineers, architects, contractors, Assessor, and taxpayers; ability to establish and maintain effective relationships with the public, Assessor, and other officials; ability to read and understand documents of a legal nature relating to property valuation and assessment work; sound professional judgment; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession an equivalency diploma:

AND: 1. One (1) year of full-time paid post high school work experience.

NOTE: Education cannot substitute for the experience requirement.

SPECIAL REQUIREMENT:

Possession of a current New York State Driver's license.

FOR ADVANCEMENT FROM THE TRAINEE LEVEL:

Successful completion of the two-year on-the-job training and attendance at local training courses. Persons successfully completing the two-year training period will automatically be advanced to the position of Real Property Appraisal Technician without further examination.