

SENIOR 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. The work differs from that of a Real Property Appraiser in that this position is responsible for the valuation of commercial and industrial properties and other complex valuations as well as for supervising the professional and technical staff in the valuation and data collection process. The work is performed under the general supervision of the Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gathers information necessary to determine appraisal value from landlords, tenants, governmental agencies and other applicable sources;
Performs area surveys to determine market value, primarily of commercial properties;
Evaluates the physical, functional and economic impairments in commercial properties, analyzing income and expense statements to capitalize and determine value of commercial properties;
Reviews appraisals for the Small Claims process;
Delegates work assignments to Real Property Appraisers and Data Collectors;
Reviews appraisals for technical correctness, validity and timeliness;
Counsels and guides appraisers in the performance of their work;
Conducts on-the-job training for newly-assigned appraisers;
Represents the Assessor at various meetings and hearings as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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; demonstrated ability to make accurate appraisals of real property; ability to plan and supervise the work of technical and professional subordinates.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of an equivalency diploma and four (4) years of full-time paid 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. Three (3) 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; or
- b) 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 two (2) years of the specialized appraisal work experience described in a) above.

NOTE: Two (2) years of college study in a related field may be substituted for the one (1) year of the general experience described in a) above.

SPECIAL REQUIREMENTS:

1. Completion of a basic course of training prescribed by the New York Codes, Rules and Regulations.
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.

PROMOTION: Two (2) years of permanent, competitive class status as a Real Property Appraiser.