

SUPERVISING REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: This is a second level professional appraisal position which involves overseeing the appraisal function of an assessing office but which also includes hands-on appraisal work by obtaining and reporting factual and relevant data supporting real property valuation estimates. In addition, the incumbent shall supervise the internal operations of the Assessor's office including the maintenance of property record cards and other assessment records in the Assessor's absence. The work is performed under the general supervision of the Assessor. Supervision is exercised over a small number of lower level employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects and evaluates data in order to appraise residential and to a lesser degree commercial real property for assessment purposes;
Provides input into the development of and recommends assessment projections relative to new construction under consideration;
Conducts field inspections of real property for appraisal and reappraisal and keeps records of findings;
Takes part in handling grievances, certioraris and small claims by hearing information from applicants for review, evaluating the accuracy of data submitted and making recommendations to the Assessor;
Works with Assessor on the preparation of reports for the New York State Department of Taxation and Finance and other municipal agencies;
Evaluates exemption applications for compliance with various sections of law which grant abatement;
Works with Assessor on apportionment of Public Service and Special Franchise assessments for schools and all special district purposes;
Participates in the preparation of assessment rolls, tax rolls, tax bills and rates;
Acts as liaison between Assessor's office, school districts, special districts and town offices;
In the absence of the Assessor, supervises the internal operations of the office including the maintenance of property record cards and other assessment records.

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 the Real Property Tax Law and Real Property Tax Administration; 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:

1. Graduation from high school or possession of an equivalency diploma and five (5) 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.

(over)

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 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. 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.