

REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Assessor in making determinations on valuations on each parcel of real property in the City and in preparing the annual assessment roll. An incumbent in this position is responsible for completing valuations on City properties by checking and inspecting properties throughout the City for physical changes and updates and completing appraisal reports to be reviewed by the Assessor. The work is performed under the general supervision of the Assessor with a considerable degree of independence permitted for the exercise of judgement in carrying out assigned duties in accordance with established policies and procedures. Supervision is not a responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Completes preliminary determinations in the valuation or revaluation of each parcel of commercial and residential real property by using the formula set by the New York State Office of Real Property, income and expense analysis, and comparable properties sales;

Completes field visits throughout the City checking and inspecting properties for physical changes and updates that may effect the value of the property;

Assists the Assessor in assessment negotiations by providing supportive documentation such as appraisal reports for value conclusions;

Maintains data information and records and prepares correspondence and reports related to real property appraisal and assessments;

Reviews and makes determinations of requests for tax exemptions;

Provides information on the Real Property Tax Law, assessment practices, exemption requirements, and tax rates to taxpayers and others;

Makes calculations from scaled drawings, records and information on property;

Confers with, provides and requests information from NYS Office of Real Property;

Attends all hearings of the Board of Assessment Review;

Attends public examination of tentative assessment roll at times prescribed by law;
Maintains citywide property inventory for properties that have made physical changes;
Analyzes neighborhoods documenting trends in property values;
Provides general information to the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and methods used in appraising all types of real property including residential, industrial and commercial properties;
Good knowledge of residential and commercial building construction methods, materials and costs;
Good knowledge of laws governing the valuation and assessment of real properties;
Working knowledge of deeds and other real property records;
Ability to make and check arithmetic computations with speed and accuracy;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience in an occupation involving the valuation of real property such as Appraiser, Valuation Data Manager, Real Property Appraisal Aide or the like; or

- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years or experience in an occupation involving the valuation of real property as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Real Property Appraiser must complete a basic course of training prescribed by the Office of Real Property Services.