

The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For
REAL PROPERTY APPRAISER – Grade 13



EXAMINATION NO: 62-308

EXAMINATION DATE: June 13, 2020

SALARY: Entry Rate: \$59,698

LAST FILING DATE : April 24, 2020

APPLICATION FEE: A fee of \$50.00 (fifty) dollars is required for this examination and a check or money order (no cash) made out to the Town of Colonie must accompany each application. Note examination number on check or money order (see explanation on page 3).

RESIDENCY: Applicants must be a resident of New York State in either ALBANY, RENSSELAER, COLUMBIA, GREENE, SCHOHARIE, SCHENECTADY or SARATOGA COUNTY for at least four (4) months prior to the date of this examination. Residency shall be determined solely by the Personnel Officer in the manner he prescribes.

VACANCIES: The eligible list resulting from this examination may be used to fill vacancies for the position of Real Property Appraiser as they may occur.

DESCRIPTION OF POSITION: Appraises residential real property to obtain basic data for determination of valuation for tax purposes. These duties involve responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates. Work is performed under the supervision of the Town Assessor or Senior Real Property Appraiser. Supervision may be exercised over the work of technical and clerical staff. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

(Minimum requirements established by the NYS Office of Real Property Tax Services).

Graduation from high school or possession of a high school equivalency diploma: AND three (3) years of satisfactory experience in an occupation involving the valuation of real property, two (2) years of which shall have been in a full time paid position requiring the use of independent judgment in the appraisal of real estate including the preparation of original written detailed reports;

NOTE:

In no case shall less than two (2) years of the full-time paid specialized appraisal experience be accepted; two (2) years of college study in a related field may be substituted for one (1) year of the general experience only. Real Property Appraiser must complete a basic course of training prescribed by the NYS Office of Real Property Tax Services.

Possession and maintenance of a valid NYS driver's license is necessary

See "General Instructions"

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Preparing written material - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Principles and techniques of real property appraisal - These questions test for a knowledge of principles and practices used in the appraisal of agricultural, commercial, and residential real property including knowledge of the three approaches to value; sales comparison, income, and cost estimation.

Principles, practices and theory of real property assessment - These questions test for a knowledge of the equalization rate process, the assessors' calendar, the content of the assessment roll, and the exemptions from real property taxes in New York State. These questions will also test for the ability to use public relations skills when confronted by individuals in your municipality.

Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Understanding and interpreting abstracts, deeds, and other documents related to real property - These questions test for the ability to understand and apply information contained in documents related to real property and include examples, illustrations and applications of laws and procedures in relation to the reading and interpretation of title abstracts, deeds and other related documents.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Use of Calculators is Recommended for this Exam

TO APPLY: Applications and additional information may be obtained at the Civil Service Office, Colonie Memorial Town Hall, 534 Loudon Road, Latham, NY 12210 - Telephone 783-2721. Or via the internet at www.colonie.org (Civil Service) where applications can be downloaded from the web site.

SPECIAL NOTE: This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

Michael M. Burick
Personnel Officer
Town of Colonie
March 25, 2020

AN EQUAL OPPORTUNITY EMPLOYER