

REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

Evaluates all types of residential real estate, justifies residential appraisals, makes preliminary reviews and analyzes appraisal reports from outside appraisers;
 Conducts assigned field inspections of residential real property for appraisal and reappraisal and makes field notes;
 Identifies conveyances of real property from metes & bounds descriptions and confers with attorneys, land surveyors and title companies concerning discrepancies;
 Prepares detailed, factual and analytical reports of the basis for residential valuation estimates including all pertinent data;
 Reviews deeds and other property records to extract pertinent information;
 Qualifies taxpayer eligibility for aged, veteran, solar, clergy, paraplegic and disabled exemptions reviewing and extracting pertinent data from documents and records;
 Reports discrepancies in records of building location, topography, condition, street conditions and improvements;
 Confers with taxpayers and assessors to explain factors used in determining residential valuation;
 Upon assignments may participate in some aspects of appraisal of commercial properties;
 Justifies residential assessment to aggrieved taxpayers; investigates residential assessment complaints to obtain data used in process of Board of Assessment Review;
 Confers with banks, attorneys and taxpayers concerning residential assessments and makes projection of future taxes;
 Processes residential subdivisions and concept plans; consults with Engineering and Planning and mapping company to resolve problems;
 Recommends assessments of newly created residential parcels;
 Provides technical information to engineering firms hired to prepare and update tax maps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of real property appraisal for tax purposes; working knowledge of legal terminology used in deeds; liens, property descriptions and tax records; ability to make accurate appraisals of residential real property; ability to plan and supervise the work of technical subordinates; integrity; tact; courtesy.

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

Reviewed 6/15/00