

REAL PROPERTY APPRAISAL TECHNICIAN / TRAINEE

Distinguishing Features of the Class: The Trainee is designed to provide the incumbent a career track to be deemed qualified by the Department of Taxation and Finance Office of Real Property Services, New York State Board of Real Property Services as a candidate for assessor. This position is a full performance level positions responsible for collecting extensive field data that are used by Assessors for the assessment and valuation of real property. The incumbent in this class perform related technical duties in support of an Assessor. Considerable leeway is allowed for the exercise of independent judgment in performing work assignments. Supervision is not normally a duty of the position. Does related work as required.

Typical Work Activities:

- Visits sites of selected real properties to collect information required for valuation;
- Takes and records measurements of dimensions of buildings and judges construction quality;
- Observes and records physical condition of structures and estimates depreciation;
- Inspects improvements and records descriptions and reports discrepancies;
- Interviews owners concerning ownership, property features and valuation;
- Inspects records, and transfers relevant sales/mortgage information onto data collection documents;
- Prepares written reports based on analysis of field data collected;
- Prices structural components from standard price tables;
- Prepares preliminary valuation estimates of all types of real estate and the basis for such estimates;
- Reviews New York State exemption forms for the assessment roll;
- Receives and acts upon written, telephone, and in-person complaints and requests for information, forms or assistance;
- Prepares information for the Assessor's review and/or signature;
- Prepares and maintains forms and records related to property assessment, grievances, appeals and exemptions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles and practices of real property value and assessments;
- Good knowledge of Assessor's office terminology, procedures and equipment, including the New York State Real Property Information System;
- Good knowledge of building construction materials and procedures, building design and building materials and labor costs;
- Good knowledge of legal terminology used in deeds, liens, property descriptions, and tax records;
- Good knowledge of New York State Real Property Tax Laws;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with others;
- Ability to deal effectively with the public;

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- Ability to read and understand documents of a legal nature relating to property valuation and assessment work;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases.
- Good judgment and tact;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma; **AND**

- (A) Three (3) years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as appraiser, valuation data manager, real property appraiser aide or the like. Two (2) years of college study in a related field may be substituted for one (1) year of the experience. Two (2) years of this experience must 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; **OR**
- (B) (1) 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; or (2) One (1) year of satisfactory 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 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; **OR**
- (C) Certification by the New York State Board of Real Property Services as a candidate for assessor; **OR**
- (D) **Trainee** shall have one (1) year of full-time paid post high school work experience. Education may not be substituted for the experience requirement.

SPECIAL REQUIREMENT: Possession of a valid New York State Drivers' license.

FOR ADVANCEMENT FROM THE TRAINEE LEVEL: Certification by the New York State Board of Real Property Services as a candidate for assessor

11/23/2015

CLASS: COMPETITIVE