

SENIOR REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates, and providing assistance and support to the Town Assessor in assessing and valuation of real property for tax purposes. This position is the second level professional appraisal position and differs from the first level Real Property Appraiser by the scope of work and responsibilities assigned to the position. Work is performed under direct supervision of the Assessor. Supervision may be exercised over the work of professional, technical and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Town Assessor in the assessing and valuation of real property, including new construction, additions, alterations, subdivisions and merges and maintains detailed inventory records of each;

Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;

Reads blueprints, deeds, surveys, tax maps and title searches;

Prepares detailed, factual and analytical reports of the basis for valuation estimates including all pertinent data;

Reviews deeds and other property records to extract pertinent information;

Reports discrepancies in records of building location, topography, condition, bulkheading, street conditions, and improvements;

Confers with taxpayers and assessors to explain factors used in determining valuation;

Assist the public with all tax exemptions, such as senior citizens, veterans, STAR, etc.;

Calculates unit values for sewer, water and lighting districts;

Coordinates information relative to special franchises such as railroad, lighting, New York City, etc.;

Coordinates all tax map revisions with the County Real Property Tax Services Department;

Investigates and makes appraisals of damage to domestic animals;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of real property appraisal and valuation for tax purposes; good knowledge of legal terminology used in deeds, liens, property descriptions and tax records; demonstrated

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ability to make accurate appraisals of real property; ability to plan and supervise the work of professional and technical subordinates; integrity; tact; courtesy.

MINIMUM QUALIFICATIONS*: Either

- a) Graduation from high school or possession of a comparable diploma and five (5) years of satisfactory experience in an occupation involving the valuation of real property, such as appraiser, real estate broker, valuation data manager, real property appraiser aide or the like, three (3) years of which shall have been in a position requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.
- b) An equivalent of the above experience and training.

**Established by the NY State Board of Real Property Tax Services (formerly Board of Equalization and Assessment)*

SUBSTITUTION NOTE:

In no case shall less than the required two (2) years of full-time paid, specialized appraisal experience, as described above, be acceptable.

SPECIAL REQUIREMENT:

Completion of basic course(s) of training as prescribed by the New York State Board of Real Property Tax Services (formerly the State Board of Equalization and Assessment).