

REAL PROPERTY APPRAISAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for obtaining data used by professional personnel in making appraisals of real property. Work is performed under the direct supervision of a Real Property Appraiser or Assessor. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the public by providing information and explaining how to complete appropriate forms, i.e., exemption, grievance, refund and corrections of errors. Answers inquiries regarding assessments, tax rates, exemptions, property data, sales data, deeds, etc. Provides information and notice to taxpayers regarding the grievance process. Communicates with the public regarding ownership, size, location, tax map identification, assessment values, exemption eligibility, etc.;

Analyzes monthly deeds that reflect ownership changes. Mails and reviews returned Sales Verification Questionnaires. Maintain files, property record cards, sales records, tax maps and related property assessment materials. Processes data from county tax agency to update tax maps and all property records. Runs various reports for submission to county and state to ensure accurate records;

Sends out exemption applications, processes exemptions in RPSv4, notifies taxpayers of any and all exemption changes, answers questions regarding exemptions;

Performs on-site field inspection to measure and prepare scale diagrams of buildings and structures, calculate the area of structures based on own measurements and blueprints, records physical features of properties, determines construction quality and condition, prices structural components from standard price tables, estimates depreciation from established age-life condition relationships;

Updates RPSv4 computer program for entry and retrieval of information, records changes and updates data on town files. Maintains assessment and tax rolls and records property sales and transfers, subdivisions and merging of properties, corrections to names and addresses files, bank codes;

Oversees the clerical duties of the office such as typing, entry of photos into RPSv4, copying and filing documents, answering telephones, ordering supplies, maintaining files, property sales records, and related office duties;

Assists in assessment grievance activities including preparation of defense of roll;

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.

REAL PROPERTY APPRAISAL TECHNICIAN (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern principles and practices of real property appraisal for tax purposes; working knowledge of building construction practices, materials, and costs; ability to use accurately legal terminology used in deeds, liens, property descriptions and tax records; working knowledge of computer programs (Microsoft Word, Excel, etc.); basic knowledge of real estate valuation, ability to work independently on specific assigned tasks; ability to compute building areas and volumes base on measurements, diagrams and blueprints; ability to communicate effectively with appraisal professionals and the public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma and two (2) years of fulltime paid experience in an occupation involving real estate property sales and/or evaluation.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.