

## REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: This is a first level professional appraisal position. Work involves responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates. The incumbent appraises real property to obtain basic data for determination of valuation of tax purposes. Work is performed under direct supervision of the Assessor. Supervision may be exercised over the work of technical and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers;  
Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;  
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;  
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: Good knowledge of principles and practices of real property appraisal for tax purposes; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; demonstrated ability to make accurate appraisals of real property; ability to plan and direct the work of technical subordinates; ability maintain records and prepare detailed written reports; ability to communicate effectively both orally and in writing; integrity; tact; courtesy.

MINIMUM QUALIFICATIONS\*: Either

a) Graduation from high school or possession of a comparable diploma and three (3) years experience in an occupation involving the valuation of real property, such as appraiser, real estate broker, valuation data manager, real property appraiser aide or similar, 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; or  
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).