REAL PROPERTY APPRAISER I

Department: Assessor
Classification: Competitive
Specification Number: 1382
Approved: 1/30/24
Revised: 9/11/2025 by JG

<u>MINIMUM QUALIFICATIONS</u>
OPEN COMPETITIVE
     Graduation from a standard senior high school and two (2) years of experience in the valuation of real property or in gathering of information to be used in the valuation of real property.
     <u>NOTE</u>: Additional education from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year for year basis or

PROMOTIONAL
     Two (2) years of permanent competitive status as a Senior Assessment Assistant.

<u>NECESSARY SPECIAL REQUIREMENT</u>
Candidates must possess a valid New York State driver's license at the time of appointment; and throughout the term of their employment in this title.

<u>DISTINGUISHING FEATURES OF THE CLASS</u>
Under direct supervision, an employee in this title performs routine field and office assignments to gather data needed for real property appraisals and to assist in performing assessment services for the Town Assessor. The incumbent assists higher level appraisers in acquiring research data for real property appraisals, provides over-the-counter assistance to the public and assists in all other aspects of assessment services. Work is performed according to prescribed procedures for compiling real property descriptions and records. Assignments are received and checked daily for accuracy and completeness by a technical supervisor. Does related work as required.

<u>TYPICAL WORK ACTIVITIES</u>
     Assists higher level appraisers in acquiring information for the preparation of real property appraisals;
     Assists in such assessment services as: inventory and distribution of New York State forms, preparation for Board of Assessment Reviews, correction of errors on tax rolls and other ancillary work;
     Makes physical inspection of land and structures being appraised and takes necessary pictures and measurements;
     Provides over-the-counter assistance to the public;
     Obtains and verifies comparable sales data as a means of validating appraisal findings.

<u>KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS</u>
Good knowledge of the methods, procedures and materials used in real property appraisal and assessment; good knowledge of real property valuation; basic knowledge of pertinent Real Property Tax laws; ability to read deeds and maps for locating property; ability to draw simple sketches, maps and plans; ability to make arithmetic computations with speed and accuracy; ability to keep records and prepare reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.