

# **Assistant Real Property Appraiser Tompkins County**

**Department:** Assessment Department

**Classification:** Competitive

**Labor Grade:** 11

**Approved:** Reclass 09/96

**Revised:** 09/97; 05/13; 12/14; 01/15; 11/19

**By:** LG, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered four-year college or university; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in estimating and appraising real property, buildings or building construction work, including the preparation of original written detailed reports; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in estimating and appraising real property, buildings or building construction work, including the preparation of original written detailed reports; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b), and (c) above.

**Promotion:** The incumbent will promote to the Real Property Appraiser title without further competitive examination upon satisfactory completion of two years as a Real Property Appraiser Trainee or Assistant Real Property Appraiser in Tompkins County during which time the incumbent must satisfy all of the requirements set forth in the Office of Real Property Services rules and Regulations, Section 188-5.

## **SPECIAL REQUIREMENTS:**

The incumbent will be required to satisfy all the requirements set forth in the ORPTS Rules and Regulations section 188-5. The incumbent must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **TYPICAL WORK ACTIVITIES:**

- Assists in locating and identifying all taxable property within the jurisdiction(s);
- Assists in the inventory of all taxable property including quantity, quality, and other important characteristics deemed necessary for valuation purposes;
- Determines the taxable status for each property;
- Determines the market value of each taxable property including residential, commercial and industrial classes;
- Calculates the assessed value of each taxable property, utilizing income and expense statements and applying capitalization techniques;
- Participates in the full preparation of the assessment rolls within the assigned jurisdiction(s);
- Notifies owners of the assessed values of their properties and upon appeal of the assessed value, defends the value of the property and the methods used to establish value;
- Makes field inspections of land, buildings and improvements, and prepares sketches thereof;
- Enters all data collected on computer files;
- Obtains information regarding real property from owners, tenants, lessors, brokers, and publications;
- Reviews and analyzes data relevant to fair market value of each property;
- Confers with taxpayers with regard to questions about assessments and explains assessment laws and methodology;

- Interfaces with the Tax Map Section on a daily basis concerning data entry for all changes to computerized assessment file and State required reports and notices;
- Interfaces with the Data Management Section on a daily basis concerning data entry for all changes to computerized assessment file and State required reports and notices;
- Interfaces with the Administrative Section on a daily basis concerning real property tax administration, including various procedures, exemption administration, public relations, and updates on Real Property Tax Law;
- Confers with county and local municipal officials on various subjects including interpretations of regulations and requirements of zoning, code enforcement, and the health department;
- Assists property owners in filing complaints regarding their assessments;
- Represents the County in grievance hearings with the County Board of Assessment Review, at Small Claims Hearings and Article 7 (Certiorari Proceedings) in the State Supreme Court;
- Reviews and discusses complaints of real property assessment with local and county boards of assessment review;
- Reviews and discusses complaints of real property assessments, deeds, fiduciary and other legal matters with attorneys and paralegals;
- Complies with State law reporting damage to domestic animals and reimbursement thereof.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the determination of assessment for taxation purposes. The Assistant Real Property Appraiser is responsible for discovering, listing, and valuing all taxable property. Work is performed under the direct supervision of a Real Property Appraiser and the general supervision of the Assistant Director of Assessment. The work is reviewed for conformance to departmental policies and standards. The incumbent will perform all related duties as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the methods, principles, practices and techniques of real estate appraisal for assessment purposes;
- Good knowledge of building construction methods, materials, and costs for a wide variety of commercial, industrial and private buildings;
- Good knowledge of the laws, rules and regulations governing the valuation of real estate for tax assessment purposes;
- Good knowledge of deeds and other property records and their relation to the evaluation process;
- Good knowledge of the economic tenets surrounding the valuation of commercial properties;
- Ability to effectively work with and serve a diverse local community.
- Ability to conduct individual economic valuation research;
- Ability to establish and maintain effective working relations with the public, elected officials and appointed Boards;
- Ability to make and review arithmetic computations with accuracy and speed;
- Ability to prepare oral and written reports;
- Integrity, accuracy, and good judgment required.
- The employee's physical condition shall be commensurate with the demands of the position.

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