

# Real Property Appraiser Tompkins County

**Department:** Assessment Department  
**Classification:** Competitive  
**Labor Grade:** 14  
**Approved:** Board Action 04/20/93  
**Revised:** 9/96; 1/97; 9/97; 12/03; 12/14; 1/15  
**By:** AF, Commissioner of Personnel  
**BBP Risk Factor:** 3

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in engineering, architecture, economics, business administration or a related field **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**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in engineering science, engineering technology, architecture, economics, business administration or a related field **AND** three 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**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** five 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 equivalent combination of training and experience as described in (a), (b), or (c) above.

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

**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 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 of the requirements set forth in the ORPS Rules and Regulations section 188-5.

The incumbent must possess a valid New York State drivers license at the time of appointment and maintain such license throughout the life of employment **OR** otherwise demonstrate the ability to meet the transportation requirements of the job.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is technical work involving responsibility for the appraisal of real property for taxation purposes. The Real Property Appraiser is responsible for discovering, inspecting, classifying and valuing all property classes. Work also involves the maintenance of property record cards and computer data files. The position involves a degree of physical effort and exposure to disagreeable conditions while performing field work. Work is performed under the general supervision of the Assistant Director of Assessment and is reviewed for conformance to departmental policies and standards. Supervision is exercised over the work of Assistant Real Property Appraisers. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Locates and identifies all taxable property within the jurisdiction(s);
- Inventories 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;
- Supervises and trains Assistant Real Property Appraisers in office and field work;
- 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;
- Reviews and analyzes reports of assessed valuations for state assistance and equalization surveys;
- Confers with taxpayers with regard to questionable assessments and follows through with making a final determination;
- Interfaces with the Tax Map Section on a daily basis concerning deed description, parcel size and location;
- Interfaces with the Data Management Section on a daily basis concerning data entry and maintenance for all changes to computerized assessment data files 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;
- Interfaces with county and local municipal officials on various subjects including interpretations of regulations and requirements of zoning, code enforcement, and the health department;
- Interfaces with attorneys, real estate sales professionals and private appraisers on matters of real estate valuation;
- Reviews and analyzes fee appraisal reports for property tax purposes;
- 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.

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

- Thorough knowledge of the methods, principles, practices and techniques of real estate appraisal for assessment purposes;
- Thorough knowledge of building construction methods, materials, and costs for a wide variety of commercial, industrial and private buildings;
- Thorough knowledge of the laws, rules and regulations governing the valuation of real estate for tax assessment purposes;
- Thorough knowledge of deeds and other property records and their relation to the valuation process;
- Thorough knowledge of the economic tenets surrounding the valuation of commercial properties;
- 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 interact with taxpayers in emotional and stressful situations;
- Ability to make and review arithmetic computations with accuracy and speed;
- Ability to prepare oral and written reports;
- Integrity, accuracy, and good judgment required.

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