REAL PROPERTY APPRAISER TRAINEE
Tompkins County

Classification: Competitive
Labor Grade: 11
Approved: 0

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; **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** 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; **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; **OR**

(d) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

NOTE: The Real Property Appraiser Trainee will promote, without further competitive examination, to the Real Property Appraiser title after qualifying on the civil service test for Trainee and serving a two year traineeship during which time, the incumbent will be required to satisfy all of the requirements set forth in the Office of Real Property Services Rules and Regulations section 188-5.

SPECIAL REQUIREMENT: 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.

Promotion: Satisfactory completion of one year of service as a Data Collector.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the determination of assessment for taxation purposes. The Real Property Appraiser Trainee 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. Does related work as required.

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.

FULL PERFORMANCE 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 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.