

VALUATION SPECIALIST

Tompkins County

Department: Assessment Department

Classification: Competitive

Labor Grade: 15

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in statistics, economics, math, computer science, or related field **AND** one year of full-time paid experience involving statistical analysis, real property appraisal and/or computer assisted valuation of real property; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in statistics, economics, math, computer science, or related field **AND** three years of full-time paid experience involving statistical analysis, real property appraisal and/or computer assisted valuation of real property, one year of which must have included computer assisted valuation of real property; **OR**

(c) A NYS Certified Residential Real Estate Appraiser License **AND** five years of full-time paid experience of real property appraisal and/or computer assisted valuation of real property; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

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

SPECIAL REQUIREMENTS:

The incumbent will be required to satisfy all of the requirements set forth in the Rules and Regulations of New York State's Office of Real Property Services for a Real Property Appraiser.

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 **OR** otherwise demonstrates the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the formulation of policies and managing the development of the County's Real Property Valuation system. The incumbent will supervise the design, development and maintenance of all county real property valuation systems. These systems include the New York State Office of Real Property Service's PC Valuation System, ARCINFO by ESRI, SDG's GIS system, and custom computer applications. The incumbent will develop agreements, contracts and systems for acquisition and/or use of this information. The work is performed under the general direction of the Director of the Division of Assessment with allowance for a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Supervision is exercised over the Real Property Appraisers during the valuation process as well as related support staff for the remainder of the year. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

Design, develop and implement the mass appraisal system for the Assessment Department's real property valuation system;
Responsible for determining assessments and maintaining data within designated jurisdiction(s) as described in the typical work activities for Real Property appraiser;
Analyses income, expense and capitalization data to support the commercial real property valuation system;
Analyses and edits the department's sales database;
Interfaces with the Assessment Department's Internal and Field Operations units;
Integrates the Assessment Department's valuation system with the County's GIS system and Internet Delivery system;
Works with state and local governments as well as private sector customers to explore program opportunities in support of the development of local mass appraisal approaches;
Oversees the development systems to provide access by various County departments and external customers;
Develops and links databases pertaining to economics, property, demography, and related information to the Assessment

Department's valuation system;
Fields and resolves taxpayer complaints concerning valuation analysis and conclusions;
Responds to requests and queries from governmental agencies and other external customers;
Provides technical support for Small Claims Assessment Review hearings and Certiorari proceedings;
Attends appeal hearings held by the Board of Assessment Review and testifies regarding the basis and factors involved in determining real property values;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of real property valuation, database and related software necessary to perform and supervise tasks associated with the design, development and maintenance of the Assessment Department's real property valuation system;
Good knowledge of the methods, principles, practices and techniques of real property appraisal in a mass appraisal environment;
Good knowledge of the economic tenets surrounding the valuation of commercial properties;
Good knowledge of methodologies and approaches in developing real property valuation applications;
Good interpersonal skills necessary to communicate with public and private interests, to present findings, valuation analysis and valuation conclusions;
Ability to read and interpret, technical and policy related reports;
Ability to plan and supervise the work of support staff;
Ability to prepare well-constructed oral and written communications, reports, contracts, etc.;
Ability to maintain good rapport with staff, state and local public officials and the general public;
Integrity, accuracy and a high level of independent analytical judgment required.
The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created 12/1999

V7.doc