

Valuation Support Specialist Tompkins County

Department: Assessment Department
Classification: Competitive
Labor Grade: L (12)
Approved: 127
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree (which must have included at least twelve college credit hours of real property appraisal coursework) 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 (which must have included at least twelve college credit hours of real property appraisal coursework) 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.

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 throughout the life of employment OR otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for performing a variety of tasks in assisting the administration of the county valuation program. The incumbent will be involved in support of the Valuation Staff. The work is performed under the general supervision of the Assistant Director of Assessment with leeway allowed for the exercise of independent judgment in carrying out the details of the work assignment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides comparable sales data, tax information, map descriptions, assessment process and exemption procedures relative to tax rolls to the public and others;
Locates and identifies taxable property including quantity, quality and other important characteristics deemed necessary for valuation purposes;
Makes field inspections of land, buildings and improvements, and prepares sketches thereof;
Conducts research and gathers property valuation data from a variety of sources including owners, tenants, lessors, brokers and publications;
Reviews and analyzes data relevant to fair market value of each property;
Assists Valuation Staff by demonstrating proper methods and procedures for maintaining and updating assessment records;
Reviews and approves or revises changes to the assessment rolls;

Corrects errors on tax rolls and resolves existing problems;
Uses a variety of records and guides to check specific features of listed real property;
Provides assistance including training to the Valuation Staff by maintaining all digital means of communicating and input (including by not limited to digital cameras, digital sketch software, field tablet PCs and iPads);
In collaboration with the Information Services Department, recommends computer systems (including hardware, software etc) for all Assessment Department needs;
Ensures that material, systems, programs and data supplied by the State and other agencies (ie RPS/SDG updates and enhancements) are installed, tested and evaluated for conformance with department goals and objectives;
Routinely trouble-shoots technical software problems on computer operated by the Assessment Department staff;
Responsible for creating processes and procedures to maintain digital property records cards including sketches;
Prepares various clerical tasks relating to property valuation;
Confers with taxpayers with regard to questionable assessments and follows through with making a final determination;
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;
Provides assistance to veterans and aged persons relative to application for partial tax exemption;
Oversees the preparation and maintenance of various assessment exemptions;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of the methods, principles, practices and techniques of real estate appraisal for assessment purposes;
Thorough knowledge of building construction methods, materials, and cost 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;
Good general knowledge of office terminology, procedures and equipment;
Working knowledge of New York State Real Property Information System;
Ability to explain basic concepts of the real property tax data processing system to Town Assessors, appraisers, attorneys, and the general public;
Ability to interpret details on property sketches, maps and plans;
Ability to deal with the public;
Analytical reasoning ability, resourcefulness, dependability, accuracy, integrity, tact, and good judgment required.
Physical condition commensurate with the demands of the position.

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