

# **SENIOR VALUATION SPECIALIST (Promotional) Tompkins County**

**Department:** Assessment Department

**Classification:** Competitive

**Labor Grade:** 16

**Approved:** 0

## **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

**Admission to this departmental promotion examination is limited to current employees of the Tompkins County Department of Assessment. Promotional applicants must currently hold and have continuously held twenty-four (24) months of competitive class status in the title of Valuation Specialist.**

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

## **SPECIAL REQUIREMENTS**

The incumbent must possess a valid New York State driver's license throughout the life 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, ArcMap/GISPro 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 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 Appraisal Field Staff during the valuation process as well as related support staff for the remainder of the year. Does 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;

Determines the value of construction, alterations, depreciation, operating costs and other site changes;

Makes inspections of the over million dollar residential properties for the purposes of assessing;

Assists in the training of technical assessment personnel;

Reviews and analyzes reports of assessed valuations;

Interfaces with Tax Map Section on a daily basis concerning deed description, parcel size, and location;

Confers with county and local municipal officials on various subjects including interpretations of regulations and requirements of zoning, code enforcement, and the health department;

Reviews and discusses complaints of real property assessments, deeds, fiduciary and other legal matters with attorneys and paralegals;

Reviews and discusses complaints of real property assessments with the local and county boards of assessment review.

Analyzes 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;

Training of Field Appraisal Staff in the collection and valuation of real property;

Coordinate and assign data collection projects to the Data Collectors and Real Property Appraisers;

Supervise daily activities of the Field Appraisal Staff in regards to apportionments and sales processing;

Supervise monthly meetings with the Field Appraisal Staff to review work to be done and work in progress;

Supervise work progress with weekly audit trails;

Fields and resolves taxpayer complaints concerning valuation analysis and conclusions;

Responds to requests and queries from governmental agencies and other external customers;

Coordinates the 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;

#### **FULL PERFORMANCE 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;

Physical condition commensurate with the demands of the position.

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