

Real Property Appraiser Assistant

DISTINGUISHING FEATURES OF THE CLASS: The Real Property Appraiser Assistant is responsible for performing a variety of tasks relating to residential property valuation for tax purposes. The incumbent supports the Appraisal Staff. Work is performed under the supervision of the Town Assessor with technical assistance from the Senior Real Property Appraiser and Real Property Appraiser with leeway allowed for the exercise of independent judgment when performing assignments. Supervision may be exercised over clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in evaluating all types of residential real estate;
 Obtains information from banks, attorneys and taxpayers concerning residential assessments and makes projection of future taxes;
 Conducts assigned field inspections of residential real property for data collection purposes and to assist in the appraisal and reappraisal of parcels;
 Reviews appraisals submitted by outside appraisers, notes any discrepancies with Town's inventory records, confers with outside appraisers, drafts reconciled appraisals, and/or updates Town records;
 Reviews deeds and other property records to extract pertinent information for entry into the Real Property System;
 Enters required assessment data in Real Property System accurately;
 Reviews and interprets plans submitted with building permit applications, updates records, and projects and applies the assessment change;
 Confers with taxpayers and others to explain factors used in determining residential valuation;
 Assists in investigating residential assessment complaints and assists homeowners in filing complaints; conducts research and drafts determinations in settlement of complaints;
 Determines taxpayer eligibility for tax exemptions

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; ability to effectively interact with the public; Working knowledge of terminology used in deeds and other property records; ability to acquire a good knowledge of real property appraisal principles and practices for tax purposes; integrity; tact; courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma: AND four (4) years of progressively responsible clerical experience involving real estate transactions or other real property work.

Note: The incumbent will be required to progress in training and satisfy all of the requirements set forth in the Office of Real Property Tax Service Rules and Regulations section 188-5.

Note: The incumbent must possess a valid New York State driver's license at the time of appointment and maintain such a license for the duration of employment.