

REAL PROPERTY APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: This work is of a technical nature involving field inspections and appraisal of real property including land, buildings and improvements. Work may involve the supervision of technical and clerical employees. The incumbent will be directly involved in the training and development of technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers;
Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;
Prepares detailed, factual and analytical reports of the basis for valuation estimates including all pertinent data;
Reviews deeds and other property records to extract pertinent information;
Reports discrepancies in records of building location, topography, condition, bulk heading, street conditions, and improvements;
Confers with taxpayers and Assessors to explain factors used in determining valuation.

FULL PERFORMANCE KNOWLEDGEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of real property appraisal for tax purposes;
Working knowledge of legal terminology used in deeds, liens property descriptions and tax records;
Demonstrated ability to make accurate appraisals of real property;
Ability to plan, train and supervise the work of technical and clerical subordinates;
Integrity;
Tact and courtesy;

MINIMUM QUALIFICATIONS: Section 188.5.3 of Real property Tax Law

(A) Graduation from high school, or possession of a high school equivalency diploma and:

1. Three years of full-time paid experience in an occupation involving the valuation of real property requiring the use of independent judgment in the appraisal of real estate including the preparation of original written detailed reports.

Note:

Two years of education in a related field such as engineering, architecture or building construction may be substituted for one year of the experience.

Special Requirement During Probationary Period:

A Real Property Appraiser must complete a basic course of training prescribed by the Division of Equalization and Assessment.