

Town of Perinton
Real Property Appraiser
Job Posting

The Town of Perinton is currently seeking a NYS Certified Residential Appraiser to fill the position of Real Property Appraiser in the Town's Assessment Office. Applicants also having work experience in the valuation of commercial property are preferred. This professional appraisal position involves responsibility of performing technical tasks including data/inventory collection, field measurements, photographing, data/inventory evaluation and assessing individual properties for taxation. The work is performed under close supervision of the Town Assessor with leeway allowed for the exercise of independent judgment in carrying out details of the work assignments.

Duties will also include customary office duties such as performing specialized clerical work in the preparation and maintenance of assessment rolls and records and assisting other staff members in work related duties. Must have excellent computer skills and strong experience with spreadsheets, word processing and database software. Experience in working with the public. Familiarity with the field of real estate and assessment preferred. Supervision may be exercised over the work of clerical staff as directed by the Town Assessor. An incumbent of this position will ultimately acquire the knowledge, skills and abilities needed to be appointed Town Assessor.

Typical Work Activities: (Illustrative only)

- Conducts assigned field inspections of real property for appraisal or reappraisal and makes field notes;
- Assists Assessor with data collection, field measurements, photographing and/or inventorying Town properties;
- Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers;
- Reviews deeds and other property records to extract pertinent information;
- Creates and maintains department related reports and records;
- Maintains files, RPS computer file, property record cards and related property assessment materials;
- Assists the Assessor in matters relating to public relations;
- Assists the Assessor with taxpayer complaints and grievance procedures;
- Assists in the handling of correspondence and telephone messages;
- Prepares detailed, factual and analytical reports for the basis of valuation estimates including all pertinent data;
- Reports discrepancies in records of building location, topography, condition, street conditions, and improvements;
- Confers with taxpayers and assessors to explain factors used in determining valuation;
- Assists Assessor and other Office staff with other assessment duties.

Full Performance Knowledge, Skills, Abilities and Other Personal Characteristics:

Good knowledge of modern principles and practices of real property appraisal for tax purposes; ability to read and understand property deeds, liens, maps, tax records and other documents of a

legal nature relating to property valuation and assessment; demonstrated ability to make accurate appraisals of real property; good knowledge of office terminology, procedures and equipment; have excellent computer skills and working knowledge with spreadsheets, word processing and database software; ability to plan and supervise the work of technical subordinates; ability to collect and record property valuation information from a variety of sources; ability to deal effectively and tactfully with the public; ability to communicate effectively, both orally and in writing; ability to make mathematical computations; sound judgment; resourcefulness; integrity; courtesy; physical condition commensurate with the demands of the position.

Special Requirements:

- 1) Must pass Civil Service exam for Real Property Appraiser, Monroe County NY **unless** candidate already has this Civil Service title and a lateral job transfer is approved by County Civil Service.
- 2) Possession of a New York State Certification as a Residential Real Estate Appraiser at time of appointment, and maintenance of such Certification throughout the tenure of employment in the position.
- 3) Possession of a valid New York State Operator's License at time of appointment, and maintenance of such license throughout the tenure of employment in the position.
- 4) Real Property Appraiser must attend a basic course of training prescribed by the Office of Real Property Tax Services.

Additional Requirements for Civil Service Exam - Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, or real property appraisal aide; two (2) years of which must have involved the use of independent judgment in the appraisal of real estate including the preparation of original written detailed reports; OR,
- (B) Graduation from a New York State registered or regionally accredited college or university with an Associate or Bachelor degree with a major in a field related to the experience describe in (A) and a minimum of twelve (12) semester credit hours in real property appraisal courses, plus one (1) year paid full-time or its part-time equivalent experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager, or real property appraisal aide that must have involved the use of independent judgment in the appraisal of real estate including the preparation of original written detailed reports; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note:

In no case shall less than two (2) years under (A) and one (1) year under (B) of the full time, paid, specialized appraisal experience described above involving the preparation of original written, detailed reports be accepted.

Two years of college study in a related field may be substituted for one year of the general experience only under (A).

Residency Requirement

This is a civil service competitive position and candidate must live in Monroe County for at least four (4) months prior to examination.

Salary Range \$51,000 - \$55,000