

Department: Real Property Tax

Classification: Competitive

Grade: 12

SPEC DISK A7

DOCUMENT 14

**SENIOR DATA COLLECTOR/MASS APPRAISER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the evaluation of real property. The incumbent appraises real property for tax assessment purposes which may require field inspection, observation and documenting facts, comparing this information with a good knowledge of real property markets. Supervision may be exercised over the subordinate personnel. The work is performed under the general supervision of the department head or a higher level employee in the department. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assigns work, reviews and records work done and instructs subordinate employees in specialized field data collection work of the department;

Writes detailed, factual and analytical reports for the basis of valuation estimates;

Researches deeds and other property records to extract pertinent information;

Supervises and calculates appraisal computations;

Assists in sales and cost studies;

Supervises the field training of local assessors and RPTS personnel in sales ratio studies;

Assists local assessors in the appraisal of complex properties;

Assists in assessment roll make-up and in up-dating computer information and assessor reports;

Performs increasingly difficult work involving exemptions, tax rolls, special districts, tax apportionment, equalization, grievance procedures, board of review cases, certioraries and re-evaluation;

Prepares and maintains quality control of inventory, sales and validation data.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles of accounting, insurance or real estate as a base to apply to real property assessment; thorough knowledge of principles and practices of real property appraisal; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; ability to appraise real property; good communication skills; ability to supervise and instruct subordinates in data collection and valuation methods; good knowledge of the NYS RPTS System; tact, integrity, courtesy, and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or NYS Registered College with an Associate Degree in Business Administration, Accounting, Real Estate or Insurance, plus THREE years of paid experience in the field of Real Property; or
- (b) Graduation from high school or equivalency and FIVE years of paid experience in real estate or property appraisal, property damage appraisal or related field; or
- (c) An equivalent combination of training and experience as described in (a) and (b).

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:**

Candidates must possess a valid New York State driver license at the time of appointment.