

# HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Assessment

POSITION TITLE: Real Property Appraiser

SALARY RANGE: \$56,699 - \$71,345

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

*PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.*

DISTINGUISHING FEATURES OF THE CLASS: This is the second level of the Assessment series and is responsible for collecting and reviewing data related to properties to assist with the appraisal process. Responsibilities include preparing valuation reports; reviewing deeds and other documents related to the valuation process; and performing inspections to collect additional data.

## MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associates Degree or higher in mathematics, accounting, business, economics, public administration, science, or closely related field and 2 years of full-time paid experience that involves the valuation of real property and requires knowledge of NYS Real Property Tax Law, or similar experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 3 years of experience in an occupation that involves the valuation of real property and requires knowledge of NYS Real Property Tax Law, Real Property Tax Aide, similar experience or a combination of the above

## SPECIAL NECESSARY REQUIREMENT:

Must meet minimum qualifications as set by NYS Real Property Tax Law §326 or obtain said minimum qualifications within 1 year of appointment

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 11/15/2024

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.