

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

REAL PROPERTY APPRAISER

DATE POSTED: July 6, 2022
CLOSING DATE: July 29, 2022
SALARY: \$52,675 -\$66,280

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, 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.

Interested persons should complete an online civil service application
<https://watertown-portal.mycivilservice.com/>

A complete job description is attached.

Amie L McIntyre

Executive Secretary

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.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Performs field inspections to collect data of new construction or demolition of real property for tax assessment; updates project files as to completeness and quality.
- Prepares detailed assessed valuation reports of all types of real property for appraisal and re-appraisal using predetermined guidelines and standard appraisal techniques; performs field inspections of property sales and reports discrepancies in sale records as needed.
- Responds to inquiries and provides assistance for tax payers, appraisers, land surveyors, attorneys, and title abstractors related to tax exemptions, tax maps, and deed recordings.
- Maintains, reviews, and updates computer files and records related to sales, property, and exemptions.
- Assists in the preparation of the assessment roll, tax roll, and annual report under direction of supervisor; checks and verifies accuracy and content of data.
- Hears complaints and grievances related to assessment review in an informal process. Assists in Board of Assessment Review and court cases as needed; makes recommendations for necessary adjustments as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic practices and techniques of property assessment;
- Customer service principles to assist at front desk and on phone;
- Computer and related software applications;
- General mathematical calculations;
- Basic report writing and financial reporting techniques;
- Filing maintenance and recordkeeping techniques.

Ability to:

- Apply and explain applicable laws, codes, regulations, policies, and/or procedures;
- Read and understand tax maps and property deeds;
- Compile data and information;
- Provide customer service;
- Operate a computer and related software applications;
- Apply and interpret mathematical formulas related to real property calculations;
- Write basic reports related to property sales and valuations;
- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS: Either

- (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 3 years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 5 years of experience in an occupation involving the valuation of real property, such as Appraiser, Real Estate Broker, Valuation Data Manager, Real Property Appraisal Aide or similar experience, 2 of which must have been in a full-time paid position requiring the use of independent judgment in the appraisal of real property, including the preparation of original written detailed reports.

DRIVER'S LICENSE REQUIREMENT- Must possess and maintain a valid NYS Driver's License.

SPECIAL NECESSARY REQUIREMENT: Must meet minimum qualifications as set by NYS Real Property Tax Law §326.