

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION
245 Washington Street, Room 205 Watertown, New York 13601
www.watertown-ny.gov

Issued: April 19, 2024

****UPDATED****
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR
REAL PROPERTY APPRAISER
EXAM #86-466

FILING FEE: **\$15.00 non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are ACCEPTED ONLINE ONLY.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, June 1, 2024

LAST FILING DATE: Applications must be **received** no later than 11:59 PM **Sunday, April 28, 2024**

VACANCIES: The eligible list resulting from this examination will be used to fill appropriate vacancies as they occur in the City of Watertown.

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

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 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.

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..

DUTIES: Responsibilities include preparing valuation reports; reviewing deeds and other documents related to the valuation process; and performing inspections to collect additional data.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas:

- **Preparing written material-** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- **Understanding and interpreting written material-** These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.
- **Data collection-** These questions test for a knowledge of the variables that are collected for residential, commercial, vacant and farm properties. Hypothetical situations may be used to test for candidate knowledge, skill, and ability in this area. The majority of these questions are based on the terms, concepts, and principles of data collection that are contained in the Department of Taxation and Finances' data collection manuals which can be found at www.tax.ny.gov/research/property/assess/manuals/assersmanual.htm.
- **Principles and techniques of real property appraisal** - These questions test for a knowledge of principles and practices used in the appraisal of agricultural, commercial, and residential real property including knowledge of the three approaches to value; sales comparison, income, and cost estimation.
- **Understanding and interpreting abstracts, deeds, and other documents related to real property** - These questions test for the ability to understand and apply information contained in documents related to real property and include examples, illustrations and applications of laws and procedures in relation to the reading and interpretation of title abstracts, deeds and other related documents.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at:
<https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATORS: Calculators are **recommended** for this exam.

HOW TO APPLY: Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume. All statements made by candidates in their applications are subject to verification. Applications will not be accepted past the last filing date of the examination.

APPLICATION FEE: If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

SPECIAL TEST DATE ACCOMMODATIONS/SABATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date. Please see back of application for further information and instruction.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov