

Town of Perinton

Job Title:	Real Property Appraiser	Salary Range:	\$58,000 - \$64,000
Location:	Town of Perinton 1350 Turk Hill Rd, Fairport, NY	Reports To:	Assessor

Job Summary

This is a professional appraisal position responsible for appraising real property to obtain basic data for determination of valuation for tax purposes. The employee reports directly to, and works under the general supervision of an Assessor or other higher level staff member. Supervision may be exercised over the work of clerical staff. Does related work as required.

Job Description

ROLE AND RESPONSIBILITIES

- 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.

KNOWLEDGE, SKILLS & ABILITIES

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.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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.

SPECIAL REQUIREMENTS

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Provisional candidates must meet the minimum requirements established by Civil Service, sit for the next examination for the position and be reachable on the resultant civil service list.

Posting Date	July 11, 2024	
Email Cover Letter & Resume	Nina Cypher Director of Human Resources Town of Perinton 1350 Turk Hill Rd, Fairport, NY 14450 ncypher@perinton.org	