

Town of Canandaigua Vacancy

Salary Range: \$19.00/hr - \$22.00/hr

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

REAL PROPERTY APPRAISAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town Assessor's office and involves responsibility for performing technical tasks in assisting the Assessor with collecting data, evaluating and assessing individual properties for taxation. Duties also involve maintaining files, computer file content sheets, property record cards and related property assessment materials. The work is performed under close supervision of the Town Assessor with leeway allowed for the exercise of independent judgment in carrying out details of the work assignments. An incumbent of this position will ultimately acquire the knowledge, skills and abilities needed to be appointed Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists Assessor with data collection and other assessment duties;
Assists Assessor with 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, computer file content sheets, property record cards and related property assessment materials;
Assists the Assessor in matters relating to public relations;
Confers with taxpayers and Assessors to explain factors used in determining valuation;
Assists the Assessor in with taxpayer complaints and grievance procedures;
Handles correspondence and telephone messages.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of real property valuation assessment principles and practices; good knowledge of office terminology, procedures and equipment; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation with an Associate's Degree, or completion of 60 credit hours, AND one (1) year of paid full-time experience, or its part-time equivalent, in real property appraisal, real property assessment, building construction, or in a skilled building trade*.
2. Graduation from high school, or possession of a high school equivalency diploma, AND two (2) years of experience as noted above.

*Skilled trades include journey level experience as a carpenter, electrician, mason, plumber, or heating, ventilating and air conditioning installer.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's License at time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: NOVEMBER 19, 1986

REVISED: APRIL 10, 2015

CIVIL SERVICE CLASSIFICATION: COMPETITIVE