



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 23-037 **POSTING DATE*:** FROM: 8/9/23 TO: 8/19/23

JOB TITLE: Real Property Appraiser (Pending)

RATE OF PAY: 2022 starting Rate: \$54,620 (\$28.01/hr)

LOCATION: Ontario County Real Property Tax Service

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS:
 County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: (In accordance with 20 NYCRR 8188-5.3) Either:

1. Possession of an Associate's Degree, or higher, in a field related to real property, such as valuation data, statistics, engineering, mathematics or computer science AND a minimum of twelve (12) credit hours in real property appraisal courses AND one (1) year of full time, paid, or its part-time equivalent, experience in an occupation involving the valuation of real property, such as Appraiser, Assessor, Valuation Data Manager, Real Property Appraisal Aide, Real Estate Broker or *other closely related field, requiring the use of independent judgment in the appraisal of real estate, including the reparation of original written detailed reports; OR
 Graduation from high school or possession of a high school equivalency diploma AND (3) years of full-time paid experience, or its part-time equivalent, as described in (1) above, two (2) years of which must have been in a full-time paid position requiring the use of independent judgment in the appraisal of real estate, including the reparation of original written detailed reports; OR
3. An equivalent combination of training and experience as defined by the limits (1) and (2) above.

* **NOTE:** Experience as a real estate agent is not qualifying

SUBSTITUTION - EXPERIENCE: Satisfactory completion of 30 college credits with a major in a field related to real property appraisal may be substituted for one (1) year of experience described in (2) above, however, the other two (2) years of experience must still have been in a full-time paid position requiring the use of independent judgment in the appraisal of real estate, including the reparation of original written detailed reports.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

REAL PROPERTY APPRAISER

QUALIFICATIONS:

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1. Possession of an Associate's Degree, or higher, in a field related to real property, such as valuation data, statistics, engineering, mathematics or computer science AND a minimum of twelve (12) credit hours in real property appraisal courses AND one (1) year of full time, paid, or its part-time equivalent, experience in an occupation involving the valuation of real property, such as Appraiser, Assessor, Valuation Data Manager, Real Property Appraisal Aide, Real Estate Broker or *other closely related field, requiring the use of independent judgment in the appraisal of real estate, including the reparation of original written detailed reports; OR
2. Graduation from high school or possession of a high school equivalency diploma AND (3) years of full-time paid experience, or its part-time equivalent, as described in (1) above, two (2) years of which must have been in a full-time paid position requiring the use of independent judgment in the appraisal of real estate, including the reparation of original written detailed reports; OR
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SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Real Property Appraisers must complete a basic course of training within one year of commencement in position, as prescribed in 20 NYCRR 8188-2.6. It is the responsibility of the appointing authority to ensure the incumbent has been certified/recertified throughout employment in accordance with this rule.

DISTINGUISHING FEATURES OF THE CLASS: This is professional work in the valuation of real property for tax purposes and preparation of an annual assessment roll. Incumbent reports to and work is performed under the general direction of the Director of Real Property Tax Services and the requirements of the Office of Real Property Tax Services (ORPTS). Supervision may be exercised over clerical staff. Does related work as required.

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REAL PROPERTY APPRAISERTYPICAL WORK ACTIVITIES: (Illustrative only)

Evaluates and collects information regarding all types of properties, sales, rental, financing, structural inventory, and income and expense information;
Conducts field inspections and gathers data on real property necessary for appraisal and reappraisal;
Uses the data collected to develop economic market and income data standards for all types of properties;
Develops detailed, factual, analytical reports of basis for valuation estimates;
Develops income capitalization rates;
Collects commercial inventory data per standards;
Prices structural components from standard cost tables to determine Replacement Cost New Less Depreciation (RCNLD);
Provides advisory appraisals for complex commercial and industrial properties;
Reviews and analyzes information, including deeds and other property records, for level of assessment determination and Equalization Rate complaints;
Conducts preliminary reviews and analyzes appraisal reports from outside appraisers;
Reports discrepancies in records of building location, topography, condition, bulk headings, street conditions, and improvements;
Acts as liaison between assessor's offices, Real Property Tax Office and state Office of Real Property Tax Services;
Confers with taxpayers and assessors to explain factors used in determining valuation;
May act as short-term Assessor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, principles, practices and techniques of real estate appraisal for assessment purposes; thorough knowledge of deeds and other property records and their relation to the valuation process; ability to establish and maintain effective working relations with the public, elected officials, appointed boards, assessors, local business owners, local banking officials, and local real estate professionals; ability to deliver oral presentations and develop written reports; ability to operate a computer and utilize various office software programs including, spreadsheets and database; integrity; initiative; accuracy and good judgment required; physical condition commensurate with the demands of the position

REVISED: 2/3/12; 1/29/20; 9/29/22; 4/19/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE