



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Examination Open to the Public
Real Property Appraiser Trainee—Exam #64182
EXAM DATE: June 10, 2023

LAST DATE TO FILE: April 21, 2023 by 4:30pm SALARY: \$24.18/hr

EXAM FEE: \$15.00 examination fee payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check.

HOW TO APPLY: Must complete Civil Service application and submit to Schuyler Co. Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891

VACANCY: Currently there are two vacancies in this position which have been filled provisionally. Permanent appointments will be made from the eligible list established and will be used to fill any appropriate full-time and/or part-time vacancies as they occur.

RESIDENCY REQUIREMENT: Candidates must be **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION:

This position involves responsibility for the determination of assessment for taxation purposes. The Real Property Appraiser Trainee is responsible for discovering, listing, and valuing all taxable property. Work is performed under the direct supervision of a Real Property Tax Director. The work is reviewed for conformance to departmental policies and standards. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in locating and identifying all taxable property within the jurisdiction(s);
Assists in the inventory of all taxable property including quantity, quality, and other important characteristics deemed necessary for valuation purposes;
Determines the taxable status for each property;
Determines the market value of each taxable property including residential, commercial and industrial classes, utilizing accepted approaches to value including sales comparisons, replacement cost new less depreciation, and income capitalization where appropriate;
Calculates the assessed value of each taxable property;
Participates in the full preparation of the assessment rolls within the assigned jurisdiction(s);
Notifies owners of the assessed values of their properties and upon appeal of the assessed value, defends the value of the property and the methods used to establish value;
Makes field inspections of land, buildings and improvements, and prepares sketches thereof;
Enters all data collected on computer files;

Obtains information regarding real property from owners, tenants, lessors, brokers, and publications;
Reviews and analyzes data relevant to fair market value of each property;
Reviews and analyzes reports of assessed valuations for state assistance and equalization surveys;
Confers with taxpayers with regard to questionable assessments and follows through with making a final determination;
Confers with office staff as needed concerning deed descriptions, parcel size, and location;
Confers with office staff as needed concerning data entry and maintenance for all changes to computerized assessment data files and State required reports and notices;
Confers with office staff as needed concerning real property tax administration, including various procedures, exemption administration, public relations, and updates on Real Property Tax Law;
Confers with attorneys, real estate sales professionals and private appraisers on matters of real estate valuation;
Reviews and analyzes fee appraisal reports for property tax purposes;
Assist property owners in filing complaints regarding their assessments;
Represents the County in grievance hearings with the Board of Assessment Review of the assigned jurisdiction(s), and at small claims assessment hearings.

MINIMUM QUALIFICATIONS: EITHER

(A) Possession of an Associates or Bachelors degree in engineering science, engineering technology, architecture, economics, business administration or a related field, or
(B) Possession of a high school diploma or equivalency diploma **AND** one years of full-time paid experience in an occupation involving the valuation of real property, such as appraiser, valuation data manager, real property appraisal aide or the like; in a position requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.

***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:

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

NOTE: The Real Property Appraiser Trainee will promote, without further competitive examination, to the Real Property Appraiser title after qualifying on the civil service test for Trainee and serving a two year traineeship during which time, the incumbent will be required to satisfy all of the requirements set forth in 20 NYCRR 8188 (§8188-5.3)

SUBJECT OF EXAMINATION: Use of calculators is RECOMMENDED

Subjects of examination: A written 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.

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

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.

Working with office records

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents⁴. Principles, practices and theory of real property assessment

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Applications and announcements are available at www.schuylercounty.us
or the Schuylers County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: March 10, 2023

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Application Fee Waiver: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance), or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an “Application Fee Waiver Request and Certification” form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County of one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling - 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 by New York State or any other local government jurisdiction, you must notify Schuyler County Civil Service of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Rating: This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

Children of Firefighters and Police Officers Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Alternate Test Date for Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information