



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

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Watkins Glen, NY 14891  
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Lorry Johnson  
Personnel Officer

### ***Schuyler County Job Opening*** **Real Property Appraiser Trainee** **Real Property Tax**

**LAST DATE TO FILE:** November 21, 2018 by 4:30pm

**SALARY:** \$20.30/hr (2018 rate)

**HOW TO APPLY:** Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service Office at 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed or emailed applications will not be accepted.**

**VACANCY:** At the present time, there is one full time (35 hours/week) opening in the Schuyler County Real Property Tax office. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

**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) Graduation from an accredited two or four year college with a major in engineering science, engineering technology, architecture, economics, business administration or a related field, or  
(B) Graduation from high school or possession of a high school 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.

**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)

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190  
Schuyler County...An Equal Opportunity/Affirmative Action Employer

**Date Issued: November 1, 2018**