

OPEN POSITION POSTING: Real Property Appraisal Aide

Reports To: Town Assessor Date Posted: Friday, December 13, 2024

Pursuant to the Civil Service Rules for provisional appointments, candidate would be appointed provisionally and would be required to take the next Civil Service exam for this title, pass and be reachable for permanent appointment.

Hourly wage: \$26.50 - \$28.50 based on experience See *Benefits-at-a-Glance!*

Distinguishing Features Of The Class

This Is Technical Work Involving Responsibility To Assist In Collecting Data, Evaluating And Assessing Individual Properties For Taxation. Duties Also Involve Maintaining Files, Property Record Cards And Related Property Assessment Materials. The Work Is Performed Under Direct Supervision Of the Town Assessor with gradual leeway allowed for the exercise of independent judgment in carrying out details of the work assignments. An incumbent will ultimately acquire the skills needed to be appointed as assessor or real property appraiser. Does related work as required.

Typical Work Activities

- Assists with data collection and other assessment duties.
- Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers; prepares original written detailed reports.
- Reviews deeds and other property records to extract pertinent information.
- Maintains files, property record cards and related property assessment materials.
- Assists in matters relating to public relations.
- Confers with taxpayers complaints and grievance procedures.
- Handles correspondence and telephone messages.

Full Performance Knowledges, Skills, Abilities And Personal Characteristics

- Good knowledge of office terminology, procedures and equipment.
- Working knowledge of modern property assessment methods.
- Ability to read and understand documents of a legal nature relating to property valuation and assessment work.
- Ability to collect and record property valuation information from a variety of sources.
- Ability to deal effectively with the public.
- Ability to prepare detailed written reports.

Minimum Qualifications

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an associate's degree; or,
- B. Two (2) years of work experience, or its part-time equivalent, in real property valuation or assessment, building construction or in a skilled building trade; or,
- C. Possession of a real estate license and one (1) year of experience, or its part-time equivalent, in real estate sales; or,
- D. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

APPLY FOR THIS POSITION!

Deliver Resume to: Real Property Appraisal Aide at Camillus Town Clerk Office Town Building

Mail resume to Human Resources Town of Camillus 4600 West Genesee St. Syr. NY 13219