

**PLEASE POST**

JOB OPENING

TITLE: **REAL PROPERTY APPRAISER (Competitive/Permanent)**  
DEPARTMENT: Office of the Town Assessor  
SALARY: Pursuant to TCEA Bargaining Agreement  
SHIFT: 9:00 am through 4:30 pm  
DATE: May 11, 2022

DISTINGUISHING FEATURES OF THE CLASS

The work involves the inspection and appraisal of real property to obtain basic data for determination of valuation for tax purposes. This is entry-level professional work involving the responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates. Work is performed under the direct supervision of higher-ranking technical and professional staff.

DUTIES AND RESPONSIBILITIES

Reviews property values and recommends assessments by comparing sales and physical information of similar properties;  
Conducts assigned field inspections of real property for appraisal and re-appraisal and makes field notes;  
Inspects properties in order to gather information about the condition of the structure and property such as number of rooms, grades of material, spare forage, etc.;  
Measures exterior of houses or other structures in order to determine constructed square footage, story heights and the like;  
Reports discrepancies in records of building location, topography, condition, site characteristics and improvements;  
Confers with taxpayers and assessors to explain factors used in determining valuation;  
Answers questions generated by the public;  
Fills out residential and vacant land property record cards for assessment determination by completing the form and drawing rough sketches/diagrams of the property.

KNOWLEDGE, TRAINING AND EXPERIENCE

Good knowledge of modern principles and practices of real property appraisal for tax purposes; good knowledge of types of building construction such as wood frame, masonry, etc. ; good knowledge of house styles such as ranch, cape cod, duplex, etc. and the extent to which the structure is completed and the general condition of such structure; good knowledge of general assessment procedures including data collection procedures; good knowledge of property use codes; ability to explain purpose for assessment; ability to read and understand tax maps; ability to select similarly properties for comparison; ability to communicate orally and in writing; ability to deal tactfully with various types of people; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience in an occupation involving the valuation of real property, such as appraiser, real estate broker, valuation data manager, real property appraisal aide or the like. Two (2) years of this experience must have been in an office requiring the use of independent judgment in the appraisal of real estate, including the preparation of original written detailed reports.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

NOTE: Two (2) years of college study in a related field may be substituted for one (1) year of the experience only.

NOTE: In no case shall less than two (2) years of the specialized appraisal experience involving the preparation of original written detailed reports be acceptable.

NOTE: Candidates must possess a valid New York State motor vehicle operator's license and must have access to a motor vehicle.

**THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Gregory Magnuszewski) AND TO THE TOWN ASSESSOR (Jill Murphy).**