

Commercial Valuation Specialist Tompkins County

Department: Assessment Department

Classification: Competitive

Labor Grade: White Collar Grade 16

Approved: 4/2021

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in statistics, economics, math, computer science, or related field **AND** one (1) year of full-time paid experience involving statistical analysis, real property appraisal and/or computer assisted valuation of real property, one (1) year of which must have been in a supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in statistics, economics, math, computer science, or related field **AND** three (3) years of full-time paid experience involving statistical analysis, real property appraisal and/or computer assisted valuation of real property, one (1) year of which must have been in a supervisory capacity; **OR**

(c) Possession of a NYS Certified Residential Real Estate Appraiser License **AND** six (6) years of full-time paid experience of real property appraisal and/or computer assisted valuation of real property; one (1) year of which must have been in a supervisory capacity.

(d) Any equivalent combination of training and experience equal to, or higher than that described in (a), (b), and (c) above.

SPECIAL REQUIREMENTS

The incumbent will be required to satisfy all of the requirements set forth in the Rules and Regulations of the State of New York, Department of State, Division of Licensing Services for a Certified Real Estate Appraiser within four (4) years of appointment.

The incumbent must possess a valid New York State driver's license throughout the life of employment OR otherwise demonstrates the ability to meet the transportation requirements of the job.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is technical and supervisory work involving responsibility for assisting in the administration of all activities of the Department of Assessment, with specific responsibility for supervising the examination of the assessed valuation of commercial real property for the purpose of establishing equalized property valuation within the county. Work is performed under the general direction of the Director of Assessment with a high degree of autonomy given for planning work methods and procedures with commensurate responsibility for technical results. Supervision is exercised over the work of field personnel as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes income and expense statements and applied capitalization techniques;
- Reviews and analyzes reports of assessed valuations;
- Plans, assigns, directs and reviews work of subordinates engaged in valuing industrial, commercial, utility, farm and residential structures, and land for assessment purposes;
- Develops, monitors and conducts training programs for instructing subordinates in the proper work methods and practices of assessing;
- Develops and implements new policies and procedures for field operations;
- Responsible for determining assessments within designated jurisdiction;
- Assists Real Property Appraisers with physical inspections and valuation of the more complex structures and on complaint cases;

- Interfaces with the office staff to facilitate the preparation of tax maps as well as assessment and tax rolls;
- Fields and resolves taxpayer complaints concerning field operations and grievances;
- Provides technical support for Small Claims Assessment Review Hearings and Certiorari Proceedings;
- Attends appeal hearings held by the Board of Assessment Review and testifies regarding the basis and factors involved in determining the amount of assessment;
- Responds to requests and queries from governmental agencies and other external customers;
- Assists in designing and preparing necessary documents for field assignments to subordinates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern methods, principles and practices in real property assessment;
- Thorough knowledge of the principles of formulating real property valuation standards;
- Thorough knowledge of applicable laws, rules and regulations governing real property for tax assessment as well as the judicial and administrative interpretation related to these;
- Good knowledge of deeds and related property records and their relation to the valuation process;
- Good knowledge of building construction methods and material costs for a wide variety of commercial, industrial and private buildings;
- Ability to conduct independent economic valuation analysis and research;
- Ability to independently review and interpret legal opinions as well as rules and regulations;
- Ability to establish and maintain effective working relations with the public, elected officials, and appointed Boards;
- Ability to effectively plan and supervise the work of subordinates;
- Ability to prepare oral and written reports;
- Good judgement; integrity and tact;
- Physical condition commensurate with the demands of the position.

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