

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

PROMOTIONAL

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: SENIOR VALUATION SPECIALIST (Promotional)

EXAM NO: 77756

SALARY: \$36.31/hr 2023 Hire Rate - \$39.43/hr 2023 Work Rate

LOCATION: Tompkins County Department of Assessment

TYPE OF EMPLOYMENT: Full Time

EXAM DATE: 06/10/23

ISSUE DATE: 04/07/23

THE FINAL DATE TO FILE APPLICATIONS: 04/28/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/11/23

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITION:

There is currently one vacancy in the title of Senior Valuation Specialist located at the Tompkins County Assessment Department. The eligible list resulting from this examination may be used to fill any full-time, part-time and/or temporary vacancies that may occur during the life of the eligible list.

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

Admission to this departmental promotion examination is limited to current employees of the Tompkins County Department of Assessment. Promotional applicants must currently hold and have continuously held twenty-four (24) months of permanent competitive class status in the title of Valuation Specialist.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS

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.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the formulation of policies and managing the development of the County's Real Property Valuation system. The incumbent will supervise the design, development and maintenance of all county real property valuation systems. These systems include, ArcMap/GISPro by ESRI, SDG's GIS system, and custom computer applications. The incumbent will develop agreements, contracts and systems for acquisition and/or use of this information. The work is performed under the general direction of the Director of Assessment with allowance for a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Supervision is exercised over the Appraisal Field Staff during the valuation process as well as related support staff for the remainder of the year. Does related work as required.

TYPICAL WORK ACTIVITIES:

Design, develop and implement the mass appraisal system for the Assessment Department's real property valuation system;

Responsible for determining assessments and maintaining data within designated jurisdiction(s) as described in the typical work activities for Real Property appraiser;

Determines the value of construction, alterations, depreciation, operating costs and other site changes;

Makes inspections of the over million dollar residential properties for the purposes of assessing;

Assists in the training of technical assessment personnel;

Reviews and analyzes reports of assessed valuations;

Interfaces with Tax Map Section on a daily basis concerning deed description, parcel size, and location;

Confers with county and local municipal officials on various subjects including interpretations of regulations and requirements of zoning, code enforcement, and the health department;

Reviews and discusses complaints of real property assessments, deeds, fiduciary and other legal matters with attorneys and paralegals;

Reviews and discusses complaints of real property assessments with the local and county boards of assessment review.

Analyzes and edits the department's sales database;

Interfaces with the Assessment Department's Internal and Field Operations units;

Integrates the Assessment Department's valuation system with the County's GIS system and Internet Delivery system;

Works with state and local governments as well as private sector customers to explore program opportunities in support of the development of local mass appraisal approaches;

Training of Field Appraisal Staff in the collection and valuation of real property;

Coordinate and assign data collection projects to the Data Collectors and Real Property Appraisers;

Supervise daily activities of the Field Appraisal Staff in regards to apportionments and sales processing;

Supervise monthly meetings with the Field Appraisal Staff to review work to be done and work in progress;

Supervise work progress with weekly audit trails;

Fields and resolves taxpayer complaints concerning valuation analysis and conclusions;

Responds to requests and queries from governmental agencies and other external customers;

Coordinates the 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 real property values;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of real property valuation, database and related software necessary to perform and supervise tasks associated with the design, development and maintenance of the Assessment Department's real property valuation system;

Good knowledge of the methods, principles, practices and techniques of real property appraisal in a mass appraisal environment;

Good knowledge of the economic tenets surrounding the valuation of commercial properties;

Good knowledge of methodologies and approaches in developing real property valuation applications;

Good interpersonal skills necessary to communicate with public and private interests, to present findings, valuation analysis and valuation conclusions;

Ability to read and interpret technical and policy related reports;

Ability to plan and supervise the work of support staff;

Ability to prepare well-constructed oral and written communications, reports, contracts, etc.;

Ability to maintain good rapport with staff, state and local public officials and the general public;

Integrity, accuracy and a high level of independent analytical judgment required;

Physical condition commensurate with the demands of the position.

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Complete Scope of the examination and Expanded subtest descriptions:

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

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

Principles and techniques of real property appraisal

These questions test for a knowledge of principles and practices used in the appraisal of agricultural, commercial, and residential real property including knowledge of the three approaches to value; sales comparison, income, and cost estimation.

Principles, practices and theory of real property assessment

These questions test for a knowledge of the equalization rate process, the assessors' calendar, the content of the assessment roll, and the exemptions from real property taxes in New York State. These questions will also test for the ability to use public relations skills when confronted by individuals in your municipality.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

SENIORITY: One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

- Less than one year. 0 points
- 1 year up to 6 years. 1 point
- 6 years up to 11 years. 2 points
- 11 years up to 16 years 3 points
- etc. . .

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850