

The City of Troy is seeking applications for the position of

REAL PROPERTY APPRAISAL AIDE

(Part-Time)

The part-time hourly rate for this position is: \$25.36 per hour

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing technical tasks in assisting the City Assessor with 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 the direct supervision of the City Assessor with gradual leeway allowed for the exercise of independent judgment in carrying out details of the work assignments. Supervision is exercised over the work of the Assessment Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with data collection and other assessment duties;
- Evaluates all types of real estate, reviews appraisals, makes preliminary reviews and analyzes appraisal reports from outside appraisers;
- Prepares original written detailed reports;
- Reviews deeds and property record cards to extract pertinent information;
- Maintains files, property record cards and related property assessment materials;
- Assists the Assessor or Senior Real Property Appraiser in matters relating to public relations;
- Confers with taxpayers regarding complaints and grievance procedures;
- Handles correspondence and telephone messages;
- Measures and prepares computer sketches of buildings and structures;
- Calculates the area of the structure based on own measurements combined with construction blueprints;
- Conducts assigned field inspections and photos of real property for appraisal and reappraisal;
- Does related work as required.

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 deeds, liens, property descriptions and assessment work; ability to collect information from a variety of sources including building areas based on measurements, diagrams and blueprints for use in property valuation; ability to deal effectively with the public and staff; ability to prepare detailed written reports.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree;

OR

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years of full-time work experience, or its part-time equivalent, in real property valuation or assessment, building construction or development, or Real Estate sales.

OR

C. Graduation from High School or possession of a high school equivalency diploma and four (4) years of full-time work experience, or its part-time equivalent, in real property valuation or assessment, building construction or development, or Real Estate sales.

SPECIAL REQUIREMENTS:

Incumbent must possess a valid NYS Driver's License and maintain such throughout duration in the title.

The selected qualified candidate will be required to take an exam administered by the NYS Dept. of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.

The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Please forward *Employment Application demonstrating that you meet the minimum qualifications of the position by

Friday, May 14, 2021

to:

City of Troy Personnel/Civil Service Office

433 River Street

Troy, NY 12180

Email: employmentopportunities@troyny.gov

Fax: 518-268-1686

* <https://www.troyny.gov/wp-content/uploads/2020/03/Employment-Application.pdf> You may submit a resume in addition to a complete City of Troy Employment Application