

## REAL PROPERTY ANALYST ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: A Real Property Analyst Assistant collects, reviews, and reconciles assessment and real property data. Incumbents in this title appraise and analyze all types of real property within the county and research issues regarding real property tax administration and the interpretation of Real Property Tax Law while assisting the Real Property Analyst. Work is performed under the general supervision of the Real Property Tax Director and Real Property Analyst. Guidance is provided to local municipalities when dealing with property tax matters. A Real Property Analyst Assistant does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in determining assessments and maintaining data as described in the typical work activities for the Real Property Analyst;
- Analyses and edits the department's sales database;
- Assists in locating, identifying, and updating the inventory of all taxable property including quantity, quality, and other important characteristics deemed necessary for valuation purposes;
- Reviews and analyzes fee appraisal reports for property tax purposes;
- Prepares various clerical tasks relating to property valuation;
- Provides technical support for Small Claims Assessment Review hearings and Certiorari proceedings;
- Fields taxpayer complaints concerning valuation analysis and conclusions;
- Answers questions received from the public by telephone, email, and in person;
- Assists Assessing Staff by demonstrating proper methods and procedures for maintaining and updating assessment records;
- Participates in the full preparation of the assessment rolls;
- Takes educational courses consistent with work activities;
- Cover hours in town halls as needed;
- Assists with the preparation and maintenance of various assessment exemptions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the methods, principles, practices and techniques of real estate appraisal for assessment purposes; Working knowledge of building construction methods, materials, and costs for a wide variety of commercial, industrial and private buildings; Working knowledge of the laws, rules and regulations governing the valuation of real estate for tax assessment purposes; Working knowledge of deeds and other property records and their relation to the evaluation process; Working knowledge of the economic tenets surrounding the valuation of commercial properties; Ability to conduct individual economic valuation research; Ability to establish and maintain effective working relations with the public, elected officials and appointed Boards; Ability to make and review arithmetic computations with accuracy and speed; Ability to prepare oral and written reports; Integrity, accuracy, and good judgment required.

MINIMUM QUALIFICATIONS: Either:

A) Possession of a Bachelor's Degree including or supplemented by six (6) credit hours in mathematics, economics, statistics, computer programming, or real estate;

OR

B) Possession of an Associate Degree including or supplemented by six (6) credit hours in mathematics, economics, statistics, computer programming, or real estate; and two (2) years of experience in mass appraisal systems;

OR

C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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