

REAL PROPERTY ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Real Property Analysts collect, review, and reconcile 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. Work is performed under the general supervision of the Real Property Tax Director. Guidance is provided to local municipalities when dealing with property tax matters. A Real Property Analyst 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;
- Determines the fair market value of each parcel of real property including residential, commercial and industrial classes;
- Maintains a central valuation file on each parcel of real property;
- Reviews and analyzes data relevant to fair market value of each property;
- Determines the market value of construction, alterations, depreciation, operating costs and other site changes;
- Attends monthly meetings with the Assessment Staff to review work to be done and work in progress;
- Helps to resolve taxpayer complaints concerning valuation analysis and conclusions;
- Provides technical support for Small Claims Assessment Review hearings and Certiorari proceedings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods, principles, practices and techniques of real estate appraisal for assessment purposes; Good knowledge of building construction methods, materials, and costs for a wide variety of commercial, industrial and private buildings; Good knowledge of the laws, rules and regulations governing the valuation of real estate for tax assessment purposes; Good knowledge of deeds and other property records and their relation to the evaluation process; Good 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 nine (9) credit hours in mathematics, statistics, computer programming, or real estate; and two (2) years of experience in mass appraisal systems;

OR

B) Possession of an Associate Degree including or supplemented by nine (9) credit hours in mathematics, statistics, computer programming, or real estate; and four (4) 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

Adopted: 9/12/19

Revised: 3/2/23