

Department: Real Property  
Classification: Competitive  
Grade: 10

SPEC DISK A5  
DOCUMENT 22

## DATA COLLECTOR/MASS APPRAISER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the evaluation of real property. The incumbent appraises real property for tax assessment purposes which may require field inspection, observation, and documenting facts comparing this information with a good knowledge of the real property market. This work is performed under the general supervision of the department head or a higher level employee in the department. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Writes detailed, factual and analytical reports for the basis of valuation estimates;  
Reviews deeds and other property records to extract pertinent information;  
Calculates appraisal computation;  
Assists in sales and cost studies;  
Assists in the training of local assessors for data collection and sales ratio studies;  
Assists local assessors in the appraisal of complex properties;  
Assists in assessment roll make-up and in up-dating computer information and assessor reports;  
Performs increasingly difficult work involving exemptions, tax rolls, special districts, tax apportionment, equalization, grievance procedures, board of review cases, certioraries and re-evaluation.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles of accounting, insurance or real estate as a base to apply to real property assessment, thorough knowledge of principles and practices of real property appraisal, working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; ability to appraise real property; tact, integrity, courtesy, and physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or N.Y.S. registered college with an Associate Degree in Business Administration, Accounting, Real Estate, or Insurance plus two years of paid experience in the field of real property; or
- (b) Graduation from high school or equivalency and four years of paid experience in real estate or property appraisal, property damage appraisal or related field; or
- (c) An equivalent combination of training and experience as described in (a) and (b).

Adopted: 07/31/90