

## APPRAISAL TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs appraisal work to support the County tax base; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Chairman of the Westchester County Tax Commission, incumbents in this title perform professional real estate appraisal duties to help establish a County real estate tax base. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Gathers sale data from County Clerk or assessor's records;

Conducts field searches to locate property approximately equal in values;

Evaluates property in field to determine comparability with subject property;

Presents preliminary comparability data to the Tax Commission.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of real estate appraisal; ability to interpret sales data received from County Clerk or assessor's records; ability to recognize and assimilate necessary sales data relevant to the appraisal process; ability to obtain comparable sales data in relation to a specific property to be assessed; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) a Bachelor's Degree\* and three years of real estate appraisal or broker experience; or (b) seven years of real estate appraisal or broker experience; or (c) any satisfactory equivalent combination of the foregoing training and experience.

NOTE: Non-credit courses in real estate appraisal may be substituted for experience on a month for month basis.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.