

VALUATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the formulation of policies pertaining to the development of a Property Valuation System. The incumbent will develop and maintain all real property valuation systems for the Real Property Tax Service Agency. These systems include, but are not limited to, the New York State Office of Real Property Service's RPSv4 and custom computer applications. The incumbent will develop and maintain a county commercial valuation factor file as well as a county sales database. The incumbent will develop agreements, contracts and systems for acquisition and/or use of this information. The work is performed under the general direction of the Director of the Real Property Tax Service Agency with allowance for high level of autonomy and independent judgment when carrying out the responsibilities of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Develop and implement the mass appraisal system for the Real Property Tax Service Agency's real property valuation system;
- Analyzes income, expense and capitalization data to support the commercial valuation factor file;
- Analyzes and edits the Agency's sales database;
- Analyzes the Real Estate Market in Columbia County and verifies sales;
- Assists Assessors in the determination of a municipalities Level of Assessment;
- Works with state and local governments as well as private sector customers to explore program opportunities in support of the development of local mass appraisal approaches;
- Integrates the Agency's valuation system with the GIS system and Internet Delivery system;
- Responds to requests and queries from governmental agencies and other external customers;
- Provides technical support for Board of Assessment Review hearings, Small Claims Assessment Review hearings and Certiorari proceedings;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, principles, practices and techniques of real property appraisal in a mass appraisal environment; Good knowledge of the economic tenets surrounding the valuation of both residential and commercial properties; Good knowledge of methodologies and approaches in developing real property valuation applications; Good interpersonal skills necessary to communicate with public and private interests, to present findings, valuation analysis and valuation conclusions; Ability to read and interpret technical and policy related reports; Ability to prepare well-constructed oral and written communications, reports, contracts, etc.; Ability to maintain good rapport with staff, assessors, state and local public officials and the general public; Integrity, accuracy and high level of independent analytical judgment required; Physical condition commensurate with the demands of the position.

VALUATION SPECIALIST (CONTINUED)

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from regionally accredited or New York State registered college or university with a Bachelor's degree in statistics, economics, math, computer science, or related field **AND** one (1) year of full-time paid experience involving statistical analysis, real property appraisal and/or computer assisted valuation of real property; **OR**

(b) Graduation from regionally accredited or New York State registered college or university with an Associate's degree in statistics, economics, math, computer science, or related field **AND** two (2) years of full-time paid experience involving statistical analysis, real property appraisal and/or computer assisted valuation of real property; **OR**

(c) An equivalent combination of training and experience equal to, or higher than that described in (a) and (b) above.

SPECIAL REQUIREMENTS:

The incumbent will be required to satisfy all of the requirements set forth in the Rules and Regulations of New York State's Office of Real Property Services for an Assessor or Real Property Appraiser.

The incumbent must possess a valid New York State driver's license throughout the life of employment **OR** otherwise demonstrates the ability to meet the transportation requirements of the job.

11/6/08 Adopted – Columbia County Civil Service Commission - Competitive