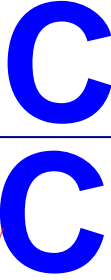




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\Real Property
Appraiser-Estimator Trainee



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	REAL PROPERTY APPRAISER-ESTIMATOR TRAINEE
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	TOWNS
ADOPTION: CSM	7/12/89
REVISED: CSM	10/8/08

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position in the competitive class. Appointment following examination is for a 2-year term during which time incumbents learn the basics of building cost estimating and/or real property appraisal depending on agency needs. Training is essentially on the job with academic assignment possible. Promotion upon successful completion of the training period may be made without further examination to Real Property Cost Estimator or Real Property Appraisal Technician. Participates in on-the-job training in real property appraisal and/or real property replacement cost estimation; does related work as required. This is a trainee position involving responsibility for learning the basics of building cost estimating and/or real property appraisal. Assignments include both office and field work and may include academic course study. The work is performed under close supervision with gradual leeway permitted for independent work assignments.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Learns by assisting in:

- Measuring and preparing scale diagrams of buildings and structures;
- Calculating the area of the structure based on own measurements and using construction blueprints;
- Recording the physical features of properties on standard forms;
- Judging construction quality based on field observation of structural detail;
- Pricing structural components from standard price tables;
- Estimating depreciation from established age-life-condition relationships;
- Evaluating all types of real estate, reviewing appraisals with local officials, making preliminary reviews, and analyzing appraisal reports from outside appraisers;
- Conducting assigned field inspections of real property for appraisal and reappraisal and making field notes;
- Preparing detailed, factual, and analytical reports of the basis for valuation estimates including all pertinent data;
- Reviewing deeds and other property records to extract pertinent information;
- Reporting discrepancies in records of building location, topography, condition, bulk heading, street conditions and improvements;
- Conferring with taxpayers and assessors to explain factors used in determining valuation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Willingness to learn the principles and practices of real property appraisal for tax purposes;
Building construction materials, methods, and procedures;
Building design and building materials and labor costs;
Legal terminology used in deeds, liens, property descriptions, and tax records;
Industrial plant design, layout, and manufacturing processes;
Accurate appraisals of real property;
Computation of building areas and volumes based on measurements, diagrams, and blueprints;
Ability to make clear and concise oral and written communications with engineers, architects, contractors, assessors, taxpayers;
Integrity;
Tact;
Courtesy;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school; OR
- (B) Possession of a high school equivalency diploma.

NOTE: Real Property Appraiser-Estimator Trainee must complete a basic course of training prescribed by the State Board of Equalization and Assessment during his first year in office.

This specification may not be appropriate for positions in a computer-assisted valuation system.

Agreed to by MSD and the State Board of Equalization and Assessment, October 1972.