

JOB OPENING

The Town of Henrietta is looking to fill a Real Property Appraiser position.

This is a professional appraisal position involving responsibility for appraising real property for determination of valuation for property tax purposes. It is a full-time position with a competitive salary and benefits package. Work is performed under direct supervision of the Town Assessor.

Typical work involves:

Evaluates all types of real estate, reviews property data, preliminary review and analysis of appraisal reports from outside appraisers;

Conducts field inspections of real property for valuation;

Prepares detailed, factual, and analytical reports of the basis for valuation estimates which includes using mass appraisal models;

Reports discrepancies in records of building location, topography, condition, and improvements;

Reviews deeds, maps, and other property records to extract pertinent information;

Administers property tax exemptions and assists the public regarding all matters;

Cooperates with other municipal departments as necessary;

Full Performance knowledge, skills, abilities and other personal characteristics:

Good knowledge of modern principles and practices of real property appraisal for tax purposes; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; demonstrated ability to make accurate appraisals of real property; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

Minimum qualifications are:

- a NYS certification as a Real Estate appraiser (residential minimum, general preferred) with a good driving record, and
- three (3) years paid full-time experience in an occupation involving the valuation of real property such as appraisal, real estate broker, valuation data manager, or real property aid, two (2) years of which must have involved the use of independent judgment in the appraisal of real estate including the preparation of written detailed reports.

This position is subject to receiving a passing grade on a competitive Civil Service exam, when it is next offered by Monroe County Civil Service.

Inquiries, resumes, and qualifications to: jobs@henrietta.org

