Department of Human Resources

JOB ANNOUNCEMENT

TITLE: REAL PROPERTY APPRAISER (Full-Time) *Provisional

LOCATION: ASSESSOR'S OFFICE, 1280 Titus Avenue, Rochester, NY 14617

JOB SUMMARY:
The Town of Irondequoit is looking for a self-motivated individual with demonstrated experience appraising real property in order to obtain basic data to determine tax value of properties. Should have a working knowledge of legal terminology used in deeds, liens, property descriptions and tax records. Will confer with Assessor and taxpayers to explain factors used in determining valuation. Must be able to analyze and make accurate appraisals of real property, as well as locate discrepancies in information, and write accurate reports.

MINIMUM QUALIFICATIONS:
Candidates should have graduated from high school or possess an equivalency diploma plus either
3 years paid full-time or part-time equivalent experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager or real property appraisal aide. (2 years of which must have involved the use of independent judgement in the appraisal of real estate including composing original written detailed reports); OR,

Graduation from a New York State registered or regionally accredited college or university with an Associate’s or Bachelor’s degree with a major or concentration in a real estate field plus one year paid full-time or its part-time equivalent experience in an occupation involving the valuation of real property such as appraiser, real estate broker, valuation data manager or real property appraisal aide that must have involved the use of independent judgement in the appraisal of real estate including composing original written detailed reports.

SPECIAL REQUIREMENTS:
Candidates for employment will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

TOTAL COMPENSATION:
- $45,500 - $60,242 per year depending on experience
- New York State Local Employees Retirement System
- Health Insurance
- Deferred Compensation Plan

CIVIL SERVICE CLASSIFICATION: Competitive

FLSA CLASSIFICATION: Exempt

RESIDENCY REQUIREMENT: Irondequoit residency is preferred but not required.

HOW TO APPLY:
APPLICATIONS WILL ONLY BE ACCEPTED ACCORDING TO THE FOLLOWING INSTRUCTIONS DUE TO COVID-19 GUIDELINES;

1. Mail to Irondequoit Town Hall, Department of Human Resources, 1280 Titus Ave, Rochester, NY 14617
2. Apply online at www.irondequoit.org (Email to hr@irondequoit.org)
3. Via drop-box located in front of the Irondequoit Police Department, 1300 Titus Ave, Rochester, NY 14617 (across the parking lot on Town Hall Campus)

POSTING DATE: May 20, 2020

DEADLINE: UNTIL FILLED

*This is a provisional appointment, once the Monroe County Civil Service Department schedules an Examination the candidate must participate in the examination and score within the top three in order to be appointed to this position permanently.