

Jurisdictional Class: Competitive
Adopted: August 10, 2005
Revised: July 9, 2010

REAL PROPERTY INFORMATION ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Director of Real Property Tax Services in the systematic analysis of real property data to determine the level of assessment and to ensure that like properties are assessed equally for each municipality in the county. This involves statistical accumulation of data, real estate market monitoring, real property valuation, analysis of vacant land, agricultural, residential, commercial, and industrial sales, and grouping the data and applying appropriate analytical techniques in order to provide uniformity and equity in the county's real property tax structure. The work involves maintenance, correction, and updating of marketing information to the real property system inventory and sales file. The work is performed under general supervision of the Director of Real Property Tax Services and Real Property System Coordinator with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is not a requirement of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists the Director in the systematic analysis of real property data to determine the level of assessment and to ensure that like properties are assessed equally for each municipality in the county;
- Assists in the analysis of vacant land, agricultural, residential, commercial, and industrial sales to determine the level of assessment and equity of assessments in each municipality;
- Conducts research and gathers property valuation data from a variety of sources including assessment rolls, deeds, and tax maps to obtain additional information for statistical reports and analysis;
- Performs data analysis, ratio studies, and other statistical techniques to quantify and interpret computer assisted valuation models;
- Utilizes computer software and technical knowledge to perform basic market valuation;
- Updates, maintains, and corrects marketing information to the Real Property System inventory and sales file;
- May assist the Tax Map Technician in the review of all deeds and other recording instruments;
- Creates, prepares, and maintains a variety of periodic and special reports, statistical data, and records that support recommendations with accurate and relevant data;
- Evaluates sales and property tax data from assessing officials, utility companies, other state agencies, and staff and prepares reports and documentation;
- Compiles and enters information used to generate data mailers, notices of increased assessments, impact notices, assessor's annual reports, etc;
- Assists assessors and the general public on the phone or in person in understanding the use of various forms, documents, maps, statistics, and procedures generated from the Real Property System.

Real Property Information Analyst

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles, practices, theory, and methods of real property valuation, assessment, and taxation;
- Good knowledge of real property tax laws, rules, regulations, and judicial and administrative determinations governing valuation and assessment of real property;
- Good knowledge of deeds and related property records and ability to understand their relation to valuation processes;
- Good knowledge of and ability to use computer database and spreadsheet software;
- Ability to establish and maintain effective working relationships with the public, assessors, municipal officials, and state personnel;
- Ability to understand, interpret, and utilize tax maps and other valuation tools;
- Ability to make arithmetic calculations;
- Ability to collect and analyze valuation data;
- Ability to prepare assessment reports.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration or closely related field including or supplemented by nine (9) semester credit hours in computer science or data processing; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration or closely related field including or supplemented by nine (9) semester credit hours in computer science or data processing and two (2) years of experience in the use of real property assessment valuation or appraisal records; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience involving the computerized maintenance of real property valuation, real estate, assessment, or appraisal records; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.