

GENESEE COUNTY

ASSESSMENT VALUATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position works closely with the City Assessor in valuation related matters. The candidate will be directly involved in the analysis and valuation of all types of real property including land, residential, commercial and industrial properties. The position will be responsible for performing valuation analysis using standard NYS Assessment computer programs, over the counter automated valuation modules and computer assisted statistical analysis using OTC statistical programs and spreadsheets. Does related work, as required.

TYPICAL WORK ACTIVITIES:

- Sales Analysis - will review all incoming sales for selection in the valuation program, making determinations as to what sales should be discarded or utilized. This review shall include an office verification of the circumstances surrounding each sale and a field verification, as warranted, of the data existing at the time of sale. As part of this analysis, the candidate in this position will complete computerized sales/assessment ratio studies and reports for each valuation neighborhood and building or use type including such information as coefficients of dispersion, price related differentials and standard deviation of each;
- Commercial Income/Expense Analysis - will design a valuation database for each applicable use of commercial property including information on property identification, rental/income returns, vacancy rates, income/expense ratios and capitalization rate components;
- Valuation Model Design - will translate data gathered from the sales analysis ratio studies and income/expense analysis into automated valuation production models for all classes of locally assessed real property {land, residential, commercial and industrial};
- Field Valuation Verification - onsite verification of property data and applicable automated valuation reports, making necessary data edits/updates and the final valuation reconciliation;
- Public Information and Customer Service - will produce draft reports for public information purposes concerning local valuation activities and will assist in providing assessment related information to internal and external customers and in the defense of assessment complaint cases;
- General Office Support - will assist as needed, in general office routines such as answering telephones, exemption application processing and administration of assessment bureau computer programs on the LAN. Such administration including file management, data maintenance and support in program upgrades;
- Annual Assessment Equity Program Design - will work closely with the City Assessor in creating and implementing policies and procedures for a jurisdiction wide annual valuation equity program.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of real property tax laws, and judicial and administrative determinations governing valuation of real property for taxation purposes; working knowledge of deeds and related property records; working knowledge of office procedures; working knowledge of residential and commercial building construction; ability to establish and maintain effective relationships with the public; ability to plan, organize and supervise the work of others; ability to effectively utilize and explain the use of tax maps and other valuation tools; ability to operate computer, including word processing and other programs; integrity; tact; good judgment and courtesy.

MINIMUM QUALIFICATIONS: , AND EITHER:

- A. Possession of a Bachelor's degree from a regionally accredited or NYS registered college or university in Business, Economics, Data Processing, Computer Science or related Computer Information Systems;

OR:

- B. Possession of an Associate's degree from a regionally accredited or NYS registered college or university in Business, Economics, Data Processing, Computer Science or related Computer Information Systems AND two (2) years of full-time, paid experience in the valuation of real property;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education AND four (4) years of full-time, paid experience in the valuation of real property.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at

<http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 10/19/99

Revised 6/20/00, 4/22/02, 10/24/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.