

Department: Real Property  
Classification: Competitive  
Grade: 9M/C

SPEC DISK F2  
DOCUMENT 32

ASSISTANT DIRECTOR OF REAL PROPERTY TAX SERVICE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting a Director of Real Property Tax Service in the administration, supervision and operation of the Real Property Tax Services Agency. This is a supervisory position involving responsibility for providing accurate, timely information and real property appraisal, equalization and assessment. Work is performed under the supervision of the Director in accordance with policies established by the County Board of Supervisors and the State Board of Equalization and Assessment. Supervision is exercised over all employees in the tax map, appraisal and general tax services units. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the preparation and maintenance of tax maps and provides copies to assessors;  
May supervise the preparation of real property transfer reports required by the State Board of Equalization and Assessment;  
Advises assessors on the preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessments;  
Provides advice with respect to the apportionment of special franchise assessments;  
Develops and provides information for electronic data processing related to real property tax services; On request of appropriate assessing jurisdiction provides advisory appraisals on moderately complex taxable properties;  
Assists in the coordination of county-wide revaluation program;  
Develops and supervises the maintenance of a variety of records and statistical data for control and reporting purposes;  
Prepares annual and special reports as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and theory of real property valuation and assessment; good knowledge of real property tax law and judicial and administrative determinations governing valuation of real property for taxation purposes; good knowledge of the principles and practices of supervision; working knowledge of deeds and other property valuation records; ability to establish and maintain effective relationships with the public, assessors and municipal officials; ability to effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Minimum requirements established by the State Board of Equalization and Assessment.)

County Assistant Director I: Graduation from high school or possession of a high school equivalency diploma; and  
(a) Three years of full-time paid experience in the valuation of real property; or

(b) Three years of full-time paid experience in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax purposes; or

(c) Graduation from a regionally accredited or New York State registered four year college or university and one year of experience as defined in (a) and (b); or

(d) An equivalent combination of training and experience as defined in (a), (b) and (c).

County Assistant Director II: Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid supervisory experience involving responsibility for planning, organizing and directing a work program as a part of or supplemental to either:

(a) Five years of full-time paid \*experience in the valuation of real property; or

(b) Five years of full-time paid \*experience in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax purposes; or

(c) Graduation from a regionally accredited or New York State registered four year college or university and three years of experience as defined in (a) and (b); or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

*NOTE: \*Two years of college study in a related field may be substituted for one year of general experience but in no case shall less than three years of the general experience including one year of the supervisory experience as outlined in the foregoing be acceptable.*

County Assistant Director III: Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid supervisory experience involving responsibility for planning, organizing and directing a work program as a part of or supplemental to either:

(a) Six years of full-time paid \*experience in the valuation of real property; or

(b) Six years of full-time paid \*experience in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax purposes; or

(c) Graduation from a regionally accredited or New York State registered four year college or university and four years of experience as defined in (a) and (b); or

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(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

*NOTE: \*Two years of college study in a related field may be substituted for one year of general experience but in no case shall less than four years of the general experience including two years of the supervisory experience as outlined in the foregoing be acceptable.*

SPECIAL REQUIREMENT FOR COUNTY ASSISTANT DIRECTOR I, II, AND III:

Assistant Director of Real Property Tax Services must complete a basic course of training prescribed by the State Board of Equalization and Assessment during the incumbent's first year.