

Department: Real Property
Classification: Competitive
Grade: 7M/C

SPEC A530

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES II

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and administrative position involving the responsibility for assisting the Director in the operation of the Essex County Real Property Tax Services Department. The incumbent will be responsible for providing accurate information on equalization assessments as well as technical support to Town Assessors and the New York State Office of Real Property Tax Services (ORPTS). The work is performed under the general supervision of the Director of Real Property Tax Services II with leeway allowed for the exercise of independent judgment. Supervision may be exercised over subordinate staff. Does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

The typical work activities listed below are illustrative only and, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

In the event of absence or disability; acts on behalf of the county Director of Real Property Tax Services II in his/ her absence and assumes all administrative, operating and reporting functions normally performed by the County Director of Real Property Tax Services II under County Law §401.

Establishes and maintains a comprehensive real property tax service program to assist in the development of equitable assessment practices for towns;

Supervises the preparation and maintenance of tax maps in order to keep them current and provides copies to assessors as needed;

Advises assessors on preparation and maintenance of assessment rolls, property record cards, exemption applications and other records necessary for administering the real property assessment process;

Cooperates and assists in New York State Office of Real Property Tax Services (ORPTS) training programs;

Maintains a variety of records and statistical data for control and reporting purpose;

Assists in preparing annual and special reports as required by the ORPTS;
Provides verification and correction of errors to the school and town/ county tax rolls; Assists the

Director in calculating town and county tax rates from appropriate budgets;

Resolves unpaid School and Village taxes, re-levy onto the County/ Town tax bills, maintain accuracy and integrity of the RPS database file in regards to unpaid taxes;

Maintains the NYSORPS RPSV4 software programs for RPTS Department's personal computers in regards to the computerized software programs utilized in maintaining the county-wide database and

the integrity of the database;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and theory of real property valuations and assessment; good knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good knowledge of deeds and related property records and their relationship to the valuation and tax mapping process to determine when changes are necessary in the tax maps; good knowledge of the geography of Greene County; ability to interpret and create studies for valuation of real property using established computer assisted mass appraisal valuations; ability to create and update Greene County's Commercial Valuation Factor File Book and other pertinent records and reports; ability to effectively utilize and explain the use of tax maps and other valuation tools; ability to operate a personal computer and equipment; ability to utilize common office software and peripheral programs such as word processing, spreadsheets and data bases; ability to communicate effectively both orally and in writing; ability to maintain effective working relationships with the Director, office staff, public, elected officials and appointed Boards; ability to plan, organize and supervise the work of others; tact; courtesy; good judgment.

PROMOTION QUALIFICATIONS:

Employees holding permanent competitive status for (6) months as a Real Property Tax Service Aide II within the Essex County Department of Real Property Tax Services.

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