

Department: Real Property

SPEC DISK

A4

Classification: Non-Competitive

DOCUMENT

20

Grade: Ungraded

*DIRECTOR OF REAL PROPERTY TAX SERVICES II*

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing a county advisory tax service and appraisal department for city and town assessors and the county equalization agency. This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization, and assessment. Work is performed under the general supervision of the county legislature or appointing authority and is subject to general review by the State Board of Equalization and Assessment. Supervision is exercised over the work of appraisal and clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Services to County (Statutory)

Provides pertinent data to county equalization agency;

Coordinates a county-wide revaluation program;

Prepares annual and special reports as required by the county legislature and the State Board of Equalization and Assessment.

Services to City and Towns (Statutory)

Prepares tax maps and keeps them current and provides copies to assessors;

On request of appropriate authority, provides advisory appraisals on moderately complex taxable properties;

Advises assessors on preparation and maintenance of assessment rolls, property record cards, and other records necessary to professional real property assessment and taxation;

Provides appraisal cards in forms and quantity prescribed by the State Board of Equalization and Assessment;

Cooperates and assists in State Board of Equalization and Assessment training programs.

When Authorized by County Legislature

May assist in the sale of real property acquired by tax sale;

Performs recording officer duties in relation to reports of transfers of real property.

The Real Property Tax Services Director II shall be responsible for the development, maintenance, management and administration of the County's Geographic Information System (GIS) resources, with said responsibility subject to the official prerogatives and security requirements of other departments and agencies.

### General

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

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

Directs and trains the field and office property appraisal staff;

Assists assessors on unique valuation problems.

DIRECTOR OF REAL PROPERTY TAX SERVICES II - Continued

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 laws and judicial and administrative determinations governing valuation of real property; working knowledge of deeds and related property records and ability to understand their relation to valuation processes; good knowledge of office and staff management; ability to establish and maintain effective relationships with the public, assessors, and county officials; 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; integrity; tact; courtesy; sound judgment; physical condition commensurate with the demands of the position. Knowledge of and skills necessary to develop, maintain, manage and administer GIS resources.

MINIMUM QUALIFICATIONS: (Minimum requirements established by New York State Office of Real Property Tax Services)

- (1) (I) Graduation from high school, or possession of an accredited high school equivalency diploma; and
  - (ii) Eight years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods, and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least three years of full-time paid administrative experience involving the responsibility of planning, organizing, and directing a work program; or
- (2) Graduation from an accredited two-year college and seven years of the experience described in subparagraph (1)(ii) of this subdivision; or
- (3) Graduation from an accredited four-year college and six years of the experience as described in subparagraph (1)(ii) of this subdivision; or
- (4) An equivalent combination of education and experience described in subparagraph (1)(ii) of this subdivision, subject to the following:
  - (I) One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience; and
  - (ii) In no case shall less than four years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property tax purposes be acceptable.

**Note:** Prior to appointment of a new county director, the appointing authority must provide the Office of Real Property Services (ORPS) and the local civil service commission or personnel officer with a completed "Application for Qualifications Review" (RP-3006) form. The Office of Real Property Services will review the application and

notify applicants and appointing authorities within 30 days about whether the applicant has met qualification standards and is therefore eligible for appointment to office.

Revised: 10/07/2010