

Department: Real Property Tax
Classification: Competitive
Grade: __13__

SPEC DISK A5
DOCUMENT 21

REAL PROPERTY TAX SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision of the functions of the Real Property Tax Services Department and the services performed by the agency to assist local officials in equitable assessment administration. The work is performed under the general direction of the Director of Real Property Tax Services II with leeway allowed for the exercise of independent judgement. May be required to attend meetings in the absence of the Director. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides pertinent data for County Equalization purposes;
Assists in the preparation and the presentation of annual and special reports as required by the County Board of Supervisors and the N.Y.S. Board of Equalization and Assessment;
Coordinates services to achieve and maintain equitable assessment administration;
Assists in assessment improvement programs;
Supervises the interpretation of State and County computer programs and proposals to insure continuity within N.Y.S. Real Property Information Systems in an on-line environment;
Creation and maintenance of sales files within DMT Module of Real Property Information Systems, local officials using real property information system;
Supervises personnel in preparation and maintenance of assessment rolls, property assessment and taxation;
Counsel assessors on exemption legalities;
Supervises and trains Tax Map Technicians and Data Processing personnel and service aides;
Provides evaluation of training and performance of subordinate employees;
Maintains records and statistical data required for control and reporting purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of RPIS programs, applicable State guidelines and regulations, modern principles, practices, and theory of real property valuation and assessment; real property tax laws, judicial and administrative determinations governing valuation of real property, good knowledge of data processing systems; statistics; multiple regression analysis; mainframe

computer operations; ability to supervise and instruct others in N.Y.S.R.P.I.S.; establish and maintain public relations; good communication skills, both orally and written, utilizing and explaining the use of tax maps and valuation tools. Tact, courtesy, good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or N.Y.S. registered four year college and two years of paid experience involving responsibility for planning, organizing and directing a work program or the evaluation of real property, one year of which must have been in a supervisory capacity; or
- (b) Six years of full time paid experience in the valuation of real property, one year of which must have been in a supervisory capacity; responsibility for organizing, planning, directing a work program, or the valuation of real property; or

REAL PROPERTY TAX SERVICE SUPERVISOR - Continued

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

NOTE: Paid experience in computer mass appraisal or Real Estate Evaluation Programs may be substituted for formal education on a year for year basis.

Revised: 08/27/90