Department: <u>Real Property</u>   SPEC DISK BA
Classification: <u>Competitive</u>   DOCUMENT 04
Grade: <u>12</u>

<u>*REAL PROPERTY TAX SPECIALIST*</u>

<u>*DISTINGUISHING FEATURES OF THE CLASS:*</u>   This position exists in the County Department of Real Property Tax Service and involves responsibility to perform a variety of computer and clerical tasks in assisting with the administration of the county valuation program. The work involves updating property records and related clerical activities by computer processing. The work is performed under the general supervision of the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgment in carrying out the details of work assignments. Supervision is not a function of this position. The incumbent does related work as required.

<u>*TYPICAL WORK ACTIVITIES:*</u> (Illustrative only)

Operates a computer and peripheral equipment including input of data and the   removal of outputs as required by application systems;
Studies program operating instructions to ascertain the proper operating procedure   and the requirements of each project to be processed;
Provides comparable sales data, tax information, map descriptions, assessment   process, and exemption procedures relative to tax rolls to the public and   others;
Gathers property valuation data from a variety of sources including tax books,   assessment rolls, deeds, and tax maps to assist public with requests;
Provides assistance to veterans and aged persons relative to application for partial   tax exemption;
Provides assistance to Town Assessors, Town Supervisors, and the general public in explaining the operation of the NYS Real Property Information System and its   relationship to the Assessment Roll Levy Module (ARLM), Data Management,   and the Valuation Module;
Reviews and records changes to the assessment rolls;
Maintains computer listing file of property description change forms;
Uses database and spreadsheet software to maintain tax records;
Installs and maintains computer software;
Performs production and assistance in the analysis of CAMA estimates of value;
Produces data mailers, I&E questionnaires, full disclosure notices, and other notices   or reports required in reassessment projects for the computer;
Updates and maintains land schedules, cost and depreciation tables, for use in   CAMA projects;
Prepares various clerical reports relating to property valuations;
Uses a variety of records and guides to check specific features of listed real property;
Corrects errors on tax rolls and resolves existing problems;

Maintains and produces assessment rolls, tax rolls, assessor annual reports, etc.,

from the computer;
Edits and maintains RPS parcel, inventory, and sales files;
Provides assistance to staff and municipal officials in maintenance of conformity to   NYS statutes, rules and regulations for assessment administration and related   duties;
Analyzes production problems of moderate difficulty and adjusts processing schedule to utilize available time until problems are corrected and reruns   can be initiated;
Prepares tax data in machine readable format and coordinates details for input into computer and verifies output;
Aids appraisal staff and assessors in the CAMA valuation of property.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices, and theory of real property valuation, assessment and taxation; good knowledge of real property records and abilility to understand their relation to valuation processes; working knowledge of and ability to use micro-computer database and spreadsheet software; ability to install and maintain micro-computer software on a variety of platforms; ability to assist in the training of staff, assessors and others in the use of real property valuation software; ability to produce and assist in the analysis of CAMA estimates of value; ability to assist appraisal staff and assessors in the CAMA valuation of property; ability to update and maintain land schedules, cost and depreciation tables, for use in CAMA projects; ability to participate in full disclosure processing, the production of data mailers, I&E questionnaires, full disclosure notices, and other notices or reports required in reassessment projects; ability to maintain and produce assessment rolls, tax rolls, etc., and the editing and maintenance of RPS parcel, inventory and sales files; ability to help staff and municipal officials maintain conformity to NYS statutes, rules and regulations for assessment administration and related knowledge, skills and abilities; ability to adapt real property and assessment information to programs for use in a data processing operation; ability to operate a micro-computer; ability to establish and maintain effective relationships with the public, Town Assessors, and county officials; ability to effectively utilize and explain the use of computerized assessment methods, tax maps, and other valuation tools; ability to make mathematical calculations; ability to prepare and maintain records and reports; computer literacy.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with an associate degree in either computer science, data processing, information technology, business administration or related field including or supplemented by at least nine semester credit hours in computer science or data processing and two years of experience involving the computerized maintenance of real property valuation, real estate, assessment, or appraisal records; or

(b) Graduation from high school or possession of a high school equivalency diploma and four years of experience as outlined in (a) above; or

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