

DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: 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 general supervision of the County Executive and is subject to general review by the State Board of Real Property Tax Services (formerly the State Board of Equalization and Assessment) in accordance with Real Property Law, Article 15A, Section 1530. Supervision is exercised over the work of appraisal and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and maintains a comprehensive real property tax service 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.

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 State Board of Real Property Tax Services.

SERVICES TO CITY AND TOWNS (STATUTORY):

Prepares tax maps and keeps them current and provides copies to assessors;
Provides advisory appraisals on moderately complex taxable properties, upon request of appropriate authority;
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 Real Property Tax Services training programs.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

WHEN AUTHORIZED BY COUNTY LEGISLATURE:

May assist in the sale of real property acquired by tax sales;
Performs recording officer duties in relation to reports of transfers of real property.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of modern principles, practices and theory of real property valuation and assessment; good knowledge of residential and commercial building construction

methods, materials and costs; 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 effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS:*

- a) Bachelors degree and six (6) years of full-time paid experience in an occupation providing good knowledge of real property values and the principles, methods and procedures required for assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in an office of real property tax services or a real property tax agent, three (3) years of which must have involved responsibility for planning, organizing and directing a work program; or
- b) Associates degree and seven (7) years of full-time paid experience as described in a) above; or
- c) Graduation from high school or possession of a comparable diploma and eight (8) years of full-time paid experience as described in a) above; or
- d) An equivalent combination training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTES:

1. Up to two (2) years of graduate study may be substituted for the above described experience on a year-for-year basis.
2. In no case shall less than four (4) years of experience in an occupation providing good knowledge of real property values and principles, methods and procedures required for assessment of real property for tax purposes be acceptable.

SPECIAL REQUIREMENT:

Completion of basic course(s) of training as prescribed by the State Office of Real Property Tax Services (formerly State Board of Equalization and Assessment) within one (1) year of appointment.

**Minimum requirements established by New York State Office of Real Property Tax Services (formerly State Board of Equalization and Assessment); amended 02/25/09 to conform to changes to Part 188-4 of the New York State Real Property Tax Services Rules, effective October 1, 2013.*