

## REAL PROPERTY SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for coordination of Real Property Information System data and information, including reporting and billing functions. Incumbent is responsible for ongoing maintenance of accurate records, as well as for providing accurate, timely information and reports to assist local officials and the public. Incumbent is responsible for customizing and troubleshooting Real Property Tax Services database software to ensure accuracy and to correct errors. The work also includes responsibility for producing accurate tax bills and tax billing information for all municipalities and districts under Putnam County jurisdiction. Work is performed under general supervision of the Director of the Real Property Tax Services with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over subordinate staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains, by data entry or import, all information in real property sales, tax, and assessment data file systems and subsystems, checking for accuracy, completeness and formatting or coding;

Computes all necessary statistics such as assessment ratios, coefficients of dispersion, apportionments, equalization rates, etc.;

Produces reports and queries of all real property sales, tax and assessment data relative to needs and requirements of assessors, fire districts, etc.;

Produces printed bills for multiple tax billing cycles and pro-rata billing needs countywide and distributes to each municipality within legal timeframes;

Interprets Real Property Tax Law as applied to the real property assessment, tax billing processes, and related;

Advises local assessors, comptrollers, collectors, receivers, village treasurers and their agents on data management and accurate and up-to-date tax and levy information;

Manages records and data relative to taxable State-owned lands, state vouchers, New York State Department of Environmental Conservation easements, special franchises and districts;

Assists in review of State, County and local programs to ensure all necessary data is integrated accurately into the Real Property Information System;

Assists county departments (primarily Finance and Law Departments), local assessors and general public regarding property tax changes and adjustments;

May assist localities in the areas of data collection and revision;

Performs a variety of related activities as required.

*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*

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*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.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of real property system database and information software; good knowledge of all aspects of real property appraisal, including mass appraisal; good knowledge of the principles and practices of computer supported data processing; good knowledge of desktop computer systems and softwares; working knowledge of statistics; working knowledge of real property tax laws and judicial and administrative determinations governing real property; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; ability to evaluate assessments relative to commercial, residential, industrial and farm properties using the various approaches to value supported by the real property information system; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to understand and adapt to a rapidly changing electronic environment; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree and four (4) years of full-time paid work experience in a responsible clerical or technical position involving computer technology relative to accounting and/or data management, which shall have included or been supplemented by one (1) year of experience involving real property, real estate, title searching or assessment; or
- b) Associates degree and six (6) years of full-time paid work experience in a responsible clerical or technical position involving computer technology relative to accounting and/or data management, which shall have included or been supplemented by two (2) years of experience involving real property, real estate, title searching or assessment; or
- c) Graduation from high school or possession of a comparable diploma and eight (8) of full-time paid work experience in a responsible clerical or technical position involving computer technology relative to accounting and/or data management, which shall have included or been supplemented by three (3) years of experience involving real property, real estate, title searching or assessment; or
- d) An equivalent combination of 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.