

DEPARTMENT: REAL PROPERTY
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JANUARY 11, 2011

DIRECTOR OF REAL PROPERTY TAX SERVICES III

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under general direction of the County Legislature or appointing authority and is subject to the general review by the New York State Department of Taxation and Finance-Office of Real Property Tax Services (ORPTS). Supervision is exercised over the work of appraisal, technical and clerical staff. This is professional and administrative work in directing County Real Property Tax services and advisory appraisal resource for city and town assessors and related taxing jurisdictions. Does related work as required.

TYPICAL WORK ACTIVITIES:

SERVICE TO COUNTY (Statutory)

1. Provides pertinent assessment and tax related data to the County Legislature applicable to tax apportionments and tax rates;
2. Coordinates countywide revaluation programs;
3. Prepares annual and special reports as required by the County Legislature and the New York State Department of Taxation and Finance – Office of Real Property Tax Services;
4. Processes applications for corrected tax billings and tax refunds;

SERVICES TO CITY AND TOWNS (Statutory)

1. Prepares tax maps and keeps them current and provides copies to Assessors;
2. Provides advisory appraisals on moderately complex taxable properties upon request of appropriate authority,
3. Advises Assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;
4. Provides appraisal cards in forms and quantity prescribed by the New York State Department of Taxation and Finance – Office of Real Property Tax Services;
5. Cooperates and assists in State Board of Equalization and Assessment training programs;
6. Provides administrative support to acting boards of assessment review;

WHEN AUTHORIZED BY COUNTY LEGISLATURE

1. May assist in the sale of real property acquired by tax sale;
2. Performs recording officer duties in relation to reports of transfers of real property;
3. May supervise the appraisal of real property and the preparation of updated assessment rolls for those assessing units which have entered into agreements with the County Legislature pursuant to New York State Real Property Tax Law (section 1537);

GENERAL

1. Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;
2. Maintains a variety of records and statistical data for control and reporting purposes;
3. Directs and trains the field and office property appraisal staff;
4. Assists Assessors on unique valuation problems;
5. Provides assistance to the general public regarding real property tax administration.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles, practices and theory of real property valuation and assessment; comprehensive knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; thorough knowledge of deeds and related property records and ability to understand their relation to valuation processes; thorough knowledge of office and staff management; thorough knowledge of real property tax levy apportionment/tax rate analysis; 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; good judgment; physical condition commensurate with the demands of the position.

CONTINUED

DIRECTOR OF REAL PROPERTY TAX SERVICES III CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:

- AND:** 1. Eight (8) 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 (3) years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program;
- OR:** 2. Graduation from a regionally accredited two-year college or one accredited by the New York State Board of Regents to grant degrees and seven (7) years of the experience as described in number 1 above, including the three (3) years of administrative experience;
- OR:** 3. Graduation from a regionally accredited four-year college or university or one accredited by the New York State Board of Regents to grant degrees and six (6) years of the experience as described in number 1 above, including the three (3) years of administrative experience;
- OR:** 4. An equivalent combination of the education and experience described in number 1 above, subject to the following:
- a) One (1) year of graduate study may be substituted for one (1) year of the foregoing experience. No more than two (2) years of graduate study may be applied as a substitute for the foregoing experience; and
 - b) In no case shall less than four (4) 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: Director of Real Property Tax Services III must complete a basic course of training prescribed by the New York State Department of Taxation and Finance - Office of Real Property Tax Services and shall attain New York State certification within four (4) years after the commencement of his/her term of office.