

Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 07/06/2023

ASSISTANT REAL PROPERTY SYSTEM (RPS) COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position will work as an assistant to the Real Property System (RPS) Coordinator, with the major responsibility of providing training for local assessors and data collectors. The work is supervised by the Director of Real Property Tax Services III and the RPS Coordinator, with considerable leeway for independent judgment in carrying out the details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the development and training activities of local assessors and data collectors;
Analyzes local assessment problems and make recommendations for improvement;
Assists in the development of new assessment techniques and test hypotheses before efforts of implementation are undertaken;
Assists individual assessors or data collectors in the performance of their duties;
Detects errors made by individual assessors or data collectors and develops criteria to correct the problem;
Assists in the preparation of assessment reports, tax rolls and tax bills;
Assists in editing and revising assessment reports, tax rolls and tax bills;
Assists the public in obtaining information located in the department;
Makes copies of tax maps or other pertinent information by modern methods of technology;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of training techniques; working knowledge of modern property appraisal, data collection and taxation principles; working knowledge of New York State appraisal and tax laws; ability to operate a computer in processing real property tax data; ability to collect and record property valuation information from a variety of sources; ability to work with others in training efforts; demonstrate ability to do research in the field of property appraisal and data collection; good personality with the general public; good professional judgment.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field, **OR**
- (B) Possession of Associate's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field **AND** two (2) years of experience in performing clerical duties in the management and control of data files in the New York State Real Property Information System or a system involving use of computers; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in performing clerical duties in the management and control of data files in the New York State Real Property Information System or a system involving use of computers **OR** four (4) years of clerical experience involving use of real property valuation, real estate, title searching, or assessment terminology and records **OR** four (4) years of clerical experience involving maintenance of financial accounts and records which shall have involved the use of computers.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/26/1994

Revised: 05/22/1995, 02/15/2001, 04/21/2006, 10/15/2009, 07/06/2023