Civil Division: Oneida County Government
Jurisdiction Class: Competitive
EEO Category: Professionals
Revised: 10/15/09

REAL PROPERTY SYSTEM (RPS) COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of clerical tasks in the administration of the county property valuation program. The tasks include collection and maintenance of tax rolls including physical property inventory data used for predicting residential, agricultural, commercial and vacant land property values utilizing computer assisted mass appraisal techniques. The work is performed under the general supervision of the Director of Real Property Tax Services III, with leeway allowed for the exercise of independent judgment in carrying out the details of work assignments. Supervision may be exercised over the work of subordinate employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Reviews, discusses and makes changes to the assessment and levy rolls using ARLM system based upon direction of county director;
Coordinates activities concerned with preparation of assessment tax rolls, extended rolls, indices, tax bills, property transfers and exemptions;
Corrects errors on tax rolls and resolves existing problems;
Uses a variety of records and guides to check specific features of listed real property;
Works closely with data processing personnel in the revision and installation of new or updated versions of ARLM programs;
Provides assistance to Town Assessors, Town Supervisors and the general public in explaining the operation of the New York State Real Property Information System and its relationship to the Assessment Roll Levy Module (ARLM), Data Management and the Valuation Module and RPS System;
Provides assistance to veterans and aged persons relative to application for partial tax exemption;
Maintains computerized real property assessment and data management valuation changes, corrects error messages on printout sheets by editing and cross-checking figures;
Balances property exemption totals with computer processed figures for school district, special franchise, public service, exempt and State owned lands;
Prepares assessment rolls for Board of Legislators, County Treasurer, Town Assessors and Tax Collectors;
Provides comparable sales data, tax information, map descriptions, assessment process and exemption procedures relative to tax rolls to the public and others;
Computes County and Town tax bills, calculates refunds and correction in real property taxes;
Conducts research and gathers property valuation data from a variety of sources including tax books, assessment rolls, deeds and tax maps to obtain additional information;
Maintains file of computer listing property description change forms;
Prepares various clerical reports relating to property valuations;
Receives prior unpaid school taxes, notifying schools of amounts being withheld due to cancellation or erroneous assessments

Typical Work Activities (continued):
May conduct field reviews to cross-check and verify that property descriptions maintained on computer printouts for tax assessment purpose contain accurate and current information;
May operate data entry terminal to update or retrieve property valuation data in a computer;
May prepare tax data in machine-readable format and coordinate details for input into computer and verify output;
Analyzes and interprets the accounting distribution of court orders, small claims and erroneous assessments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; thorough knowledge of real property values; thorough knowledge of modern real estate valuation methods; thorough knowledge of New York State Real Property Information System; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; ability to explain basic concepts of the Real Property Tax Data Processing System to Town Assessors, appraisers, attorneys and the public; 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 interpret details on property sketches, maps and plans; ability to deal with the public; computer literacy; keyboard competency.

MINIMUM QUALIFICATIONS: Either:

(A)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field, **AND** one (1) year of experience in performing clerical duties in the management and control of data files used by the New York State Real Property Information System or a system involving use of computers; **OR**

(B)   Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Finance, Computer Science, Engineering Technology, Business Administration, Economics or a related field, **AND** three (3) 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.

Adopted: 01/26/94
Revised: 11/30/94, 04/21/06, 10/15/09

Title in promotional series: Assistant Real Property System (RPS) Coordinator, Real Property System (RPS) Coordinator