

DIRECTOR OF REAL PROPERTY TAX SERVICES III

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work in directing a County Advisory Tax Service and Appraisal Department for city and town assessors and the County Equalization Agency. 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 State Board of Equalization and Assessment. Supervision is exercised over the work of appraisal, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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 the State Board of Equalization and Assessment.

Services to City & Towns (Statutory)

Prepares tax maps and keeps them current, and provides copies to Assessors;
On request of appropriate authority, provides advisory appraisals on moderately complex taxable properties;
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 Equalization and Assessment training programs.

When Authorized by County Legislature

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

General

Establishes and maintains a comprehensive real property tax services 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.

FULL PERFORMANCE KNOWLEDGE, 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 know-ledge of office and staff management; 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 judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor Degree **AND** six (6) years of 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**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Associate Degree **AND** seven (7) years of experience, as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight years of experience, as described in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience.