



**DIRECTOR OF REAL PROPERTY
TAX SERVICES I**

Jurisdiction Class:	Non-Competitive
Civil Division:	County
Adopted by YCCSC:	9/7/1988
Revised by YCCSC:	4/7/1993
Revised by PO:	7/12/2007
Revised by PO:	6/1/2017

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the administration, supervision and operation of the Department of Real Property Tax Services. This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the general direction of the County Legislature and County Administrator and is subject to the general review of the New York State Office of Real Property Tax Services. Supervision is exercised over the work of Real Property Tax Services staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;

Prepares tax maps and keeps them current and provides copies to assessors;

Provides advisory appraisals on moderately complex taxable properties upon request of the appropriate authority;

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 form and quantity prescribed by the State Board;

Cooperates and assists in state training programs;

Supervises, trains and provides assistance to Real Property Tax Service staff;

Modifies, install and maintains Real Property Services software systems and related utility programs;

Conducts printing of assessment rolls, tax rolls and tax bills in house for Town/County taxes and School taxes;

May assist in the sale of real property acquired by tax sale;

Performs recording officer duties in relation to reports of transfers of property;

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;

Assists Assessors on unique valuation problems;

Prepares annual and special reports as required.

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of real property values;

Ability to record real property information relative to valuation and assessment;

Ability to read and understand property deeds, maps, and other documents of a legal nature relating to property valuation and assessment;

Ability to prepare and maintain property valuation records and reports;

Ability to establish and maintain effective working relationships with others, including:
The public, Assessors and County Officials;

Ability to operate a personal computer and utilize common office software programs;

Ability to communicate effectively both orally and in writing;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either;

- 1) Graduation from high school, or possession of an accredited high school equivalency diploma; and eight 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 years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR

- 2) Graduation from an accredited two-year college and seven years of the experience described in paragraph (1) of this subdivision; OR
- 3) Graduation from an accredited four-year college and six years of the experience described in paragraph (1) of this subdivision; OR
- 4) An equivalent combination of the education and experience described in paragraph (1) of this subdivision, subject to the following:
 - (i) 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; AND
 - (ii) In no case shall less than four 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.

SPECIAL REQUIREMENTS (20 NYCRR §8188-4.1(a)):

A county director must be certified and file his or her certificate with the clerk of the county for which he or she serves within four years after he or she commences his or her term of office, subject to the interim certification requirements of section 20 NYCRR §8188-4.7.

Required Training (NYSRPTL §1530 (b)):

A person who takes office as director of real property tax services shall complete the basic course of training prescribed by the commissioner within four years after he or she commences his or her term of office.

Orientation (NYSRPTL §1530 (c)):

Within one month of commencing a term of office, any county director who has not obtained commissioner certification pursuant to this section shall attend a one day orientation course prescribed by the commissioner. Such orientation course shall be designed to provide the prospective county director with a general knowledge of the responsibilities of the county director and a general understanding of the appropriate state and local government structure.

Interim Certification (NYSRPTL §1530 (d)):

At least once during each twelve month period preceding the date by which the commissioner requires permanent certification pursuant to this section, each county director must obtain an interim certification from the commissioner.

Continuing Education (20 NYCRR §8188-4.8):

A county director must successfully complete an average of 12 continuing education credits every year. A *continuing education year* is defined as beginning on October 1st and ending on September 30th of the following year. *Continuing education credit* means the number of contact hours awarded for attendance at approved courses, conferences, and seminars. Continuing education credits are awarded on an hour for hour basis in full hour amounts only.

