

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES III

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and administrative position involving responsibility for assisting the Director of Real Property Tax Services in carrying out the duties conferred by the Laws of New York State. Work is performed in accordance with and under the supervision of the Director, permitting latitude for organizing and administering the work. The incumbent may have the responsibility for assisting the implementation of the missions of the Department as a part of its state mandated functions as well as those required by the Sullivan County Legislature. The Position assists in providing accurate and timely information and advice on Real Property appraisals, equalization and assessments. Direct supervision is exercised over the work of all technical and clerical staff of office. Incumbent may act for the Director in the Director's absence. Performs related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the oversight of the Real Property Tax Services Department and staff in the performance of all of the functions of the office;

Assists in the establishment and maintenance of a comprehensive real property tax services program to assist in the development of equitable assessment practices;

Directs and trains all new staff;

Provides pertinent data to the County Division of Management and budget for use in the levy of County taxes;

May assist in the coordination of a county-wide revaluation program;

Prepares reports as requested by Director;

Assists in preparation and maintenance of the Tax Maps and the GIS database and provides maps

and other information to the Town assessors;

Advises town assessors on the preparation and maintenance of the assessment rolls, property record cards and other records necessary for the professional assessment and taxation of real property;

Cooperates and assists in the annual Board of Assessment Review Training;

May assist in coordinating the sale of real property acquired by tax sale, when authorized by the County Legislature;

Provides assistance to Assessors on unique valuation problems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern principles, practices and theory of real property valuation and assessment; good knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good knowledge of deeds and related property record cards and ability to understand their relation to the assessment process; ability to utilize and explain the use of tax maps, including but not limited to the GIS applications, and other valuation tools; ability to establish and maintain effective relationships with the public, assessors, and county officials; good knowledge of principles and practices involved in directing a subordinate staff; ability to plan, organize and supervise the work of others; integrity, tact and courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's degree or higher and four (4) years experience in an occupation providing good knowledge of real property values and the principles, methods and procedures including drafting and Geographic Information Systems required for the assessment of real property for tax purposes, at least one year of which must have been in a responsible supervisory capacity;

- B. Associates degree and six (6) years experience in an occupation providing good knowledge of real property values and the principles, methods and procedures including drafting and Geographic Information systems required for the assessment of real property for tax purposes, at least one year of which must have been in a responsible supervisory capacity;
- C. Graduation from High school or possession of a General Equivalency Diploma and eight (8) years of experience as defined in (A) and (B) above.

NOTE: *Successful completion of college study in surveying or GIS may be substituted for experience at the ratio of three (3) credits being equivalent to three (3) months of required experience to a maximum of 24 months.*

SPECIAL REQUIREMENT: *Must possess and maintain a valid driver's license.*

NOTE: Your degree or credits 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 your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 8/3/2012

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Reviewed and placed in Class Plan on 9/04/2012
Revised and Replaced in Classplan: 1/30/2023
Revised and Replaced in Classplan: 3/25/2025 (Edu)