

**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: *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.*

Services to the 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 and 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 records 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

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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 KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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 knowledge 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; tack; courtesy; and good judgment.

**DIRECTOR OF REAL PROPERTY TAX SERVICES III****Page 3**MINIMUM QUALIFICATIONS: Either:

- (A) (i) Graduation from high school or possession of an accredited high school equivalency diploma, and (ii) eight (8) 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, Assistant Director of Real Property Tax Service or Real Property Tax Agent. Full-time paid managerial experience in occupations such as accounting, business, computer services, education, engineering military and personnel related fields may be substituted for experience in Real Property assessment. As part of the foregoing 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. Such experience may have been gained in an electronic data processing operation related to real property assessment; or
- (B) Graduation from an accredited four year college and six (6) years of experience described in subdivision (A) (ii) of this section; or
- (C) An equivalent combination of the education and experience described in subdivision (A) (ii) of this section, subject to the following:
- (i) Two years of college study may be substituted for one year of experience.
  - (ii) One (1) year of graduate study may be substituted for one (1) year of the foregoing experience. No more than two (2) years of graduate study may be applied as a substitute for the foregoing experience.

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- (iii) In no case shall less than four (4) 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.

**NOTE:** Persons appointed to this position must, within one (1) year of appointment, obtain a valid certification of training issued by the New York State Board of Equalization and Assessment under part 188 of the regulations of said board. The qualifications noted above were implemented by the New York State Board of Equalization and Assessment.

**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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Public Hearing: Yes  
NYS Civil Service Commission Approval: Yes

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