

REAL PROPERTY TAX SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and administrative position. The position involves responsibility for assisting the Director of the Real Property Tax Services Department in carrying out the duties conferred by the Laws of New York State. The incumbent may have responsibility for assisting in the implementation of the mission of the department through the participation in the planning, development and attainment of departmental objectives. Work is performed under general supervision with leeway for the use of independent judgment.

TYPICAL WORK ACTIVITIES:

Assists the department head in formulating policies and procedures pertaining to agency activities;

Assists the customers of the department in a courteous manner;

Compiles data and prepares reports;

Plans, directs and oversees the work of subordinates, including account-keeping and clerical functions;

Reconciles bank statements or accounts;

Reads incoming mail and answers general correspondence and/or distributes mail to appropriate officials;

Assists in providing information to the local towns, villages and school districts;

Assists in the coordination of town reevaluations;

Assist in advising and training assessors on procedures for preparing and maintaining assessment rolls, property report cards and appraisal cards;

Assist the Director in his responsibilities as the Chairman of the Damage Assessment Team;

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Assists the Director in the preparation of the agency's annual budget.

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

TERISTICS: Good knowledge of administrative and managerial functions involved in directing an organization; good knowledge of the Real Property Tax Law, the Real Property Law as well as the State Regulations governing the Administration of the Real Property Tax; good knowledge of business arithmetic; good knowledge of account-keeping, budgeting, and appropriation practices; ability to understand, and interpret laws, rules and regulations pertaining to agency operation; ability to accurately prepare complex reports and analyze data of a financial nature; ability to understand and follow complex oral and written directions; ability to plan, direct and supervise the work of others; ability to present ideas clearly both orally and in writing; ability to train employees and customers in office methods and procedures; ability to establish and maintain cooperative relationships with the public and other professional contacts; resourcefulness in handling administrative problems; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Accounting or a related field, and three years of experience directly relating to Real Property Tax issues; or
- (B) Seven (7) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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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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Last Reviewed: 10/26/98

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/3/2023

Revised and Replaced in Classplan: 5/13/2025 (Edu)