

Jurisdictional Class: Competitive
EEO Category: Officials & Administrators
Revised: 05/09/2018

ASSISTANT DIRECTOR OF REAL PROPERTY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves the responsibility for assisting the Director of Real Property Tax Services III in operating a comprehensive advisory tax and assessment service for local government taxing jurisdictions. An employee in this class is also responsible for assisting the agency administrator in the effective operation of a governmental consultative tax and assessment service for local civil divisions of government. Major emphasis is placed upon assisting assessment personnel in effective methods of assessment, property title and taxation procedures and on assisting tax receivers/collectors in taxation procedures. Supervision is received from the Director who assigns and reviews work through conferences and submission of written reports. Supervision may be exercised over a small number of clerical and technical employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only).

Audits tax records to re-levy unpaid taxes, prepare tax rolls, bills and vouchers;
Develops and provides information for electronic data processing related to real property tax services;
Advises assessors on the preparation and maintenance of assessment rolls, property records and other records necessary to professional real property assessments;
Develops and supervises the maintenance of a variety of records and statistical data for control and reporting purposes;
Provides advice with respect to the apportionment of special franchise assessments;
Aids towns and school districts in establishing tax rates;
Provides support to town governments for installation and use of software applications as related to State Real Property Tax Systems;
Prepares annual and special reports as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of property titles; good knowledge of modern principles, practices and methods associated with assessment and taxing of real property; good knowledge of real property tax law and judicial and administrative determinations governing valuation of real property for taxation purposes; good knowledge of the principles and practices of supervision; good knowledge and proficient in the use of personal computer programs and software; working knowledge of data processing procedures; working knowledge of deeds and other property valuation records; ability to establish and maintain effective relationships with the public, assessors and municipal officials; ability to effectively utilize and explain the use of tax maps and other assessment records; ability to plan and organize; ability to follow complex instructions, both orally and in writing; good judgment; demonstrates care and attention to detail; independent problem solving; integrity; tact; courtesy.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business or Public Administration, Law, Accounting, Finance, Computer Science, Computer Information Systems, or a closely related field, **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration, Law, Accounting, Finance, Computer Science, Computer Information Systems or a closely related field, **AND** one (1) year of experience in the valuation of real property, in researching land records to determine ownership to prove good title to parcels, or in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax, assessment and/or appraisal purposes; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** three (3) years of experience in the valuation of real property, in researching land records to determine ownership to prove good title to parcels, or in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax, assessment and/or appraisal purposes.

SPECIAL REQUIREMENT: Assistant Director must complete a basic course of training as prescribed by the State Board of Real Property Services within three years of permanent appointment to the position pursuant to Section 188-2.6 of the "Rules for Real Property Tax Administration."

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/24/2015
Revised: 01/23/2018; 05/09/2018