

## **DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position involving assisting with the responsibility for the effective operation of a department whose functions are comprised of both technical and public relations aspects. The Deputy will work under the supervision of the Director, when present, but will be charged with the implementation of the Director's policies and directions, and the smooth functioning of the Department during his/her absence. Supervision will be exercised over subordinates. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Assist the Director of Real Property Tax Services in the administration of a County Real Property Tax Service;

Establish and maintain a comprehensive real property tax service program to assist in the development of equitable assessment practices;

Provides mass real property valuation assistance to assessors;

Advise assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;

Cooperate and assist in State training programs including the training of local Board of Assessment Review members and assessors;

Produce tentative and final assessment rolls for all Towns, City and Schools;

Produce County/Town/City, School, and Village tax rolls and bills;

Produce County-wide change of assessment notices and impact notices;

Resolve unpaid School and Village taxes, delinquent sewer and water bills, and any other charges onto the County/Town tax bills;

Produce valuation tools and specialized techniques applicable to the annual reassessment projects and periodic reassessment projects. Required knowledge of the various approaches to the appraisal of real property;

Produce the Assessor's Annual Reports in compliance with the NYSORPTS Rules and Regulations;

Directs the maintenance of Real Property Services software systems and related utility programs;

Assists with the calculation of invoices for and the assessment administration of Payment in Lieu of Tax (PILOT) agreements;

Produce various reports requested by Assessors, County Departments, Town, Village and School officials, departmental staff, the general public, commercial vendors, banks, appraisal firms, etc;

Departmental duties performed as needed, work with public, tax maps/RP5217 processing;

Assist Assessors with procedures established by Real Property Tax Law;

CONTINUED.....

## **DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES – Cont.**

Page 2

Assist Towns, City, Villages and Schools in regards to the Real Property Tax Rules and Regulations, and their compliance in regards to these issues;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:** Good knowledge of real property tax laws, and judicial and administrative determinations governing valuation of real property for taxation purposes; working knowledge of deeds and related property records; good 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; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, and databases; ability to communicate effectively both orally and in writing; integrity; tact; good judgment and courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

CONTINUED.....

**DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES – Cont.**

Page 3

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or New York State registered four year college;

**OR:**

- B. Graduation from a regionally accredited or New York State registered two year college AND two (2) years of supervisory experience;

**OR:**

- C. Four (4) years of full-time, paid experience in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property tax purposes or providing good knowledge of statistical data analysis;

**OR:**

- D. An equivalent combination of training and experience as described in A and B above.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

Pending Classification 1/29/14  
Non-Competitive Class adopted 3/27/20