

GENESEE COUNTY

DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

The work is professional and administrative in nature, involving the responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the general direction of the County Legislature or its designee and is subject to the general review of the New York State Department of Taxation and Finance – Office of Real Property Tax Administration. Supervision is exercised over the work of staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;
Directs the preparation of tax maps and keeps them current and provides copies to assessors;
Provides advisory appraisals on moderately complex taxable properties upon request of the appropriate authority;
Advises assessors on preparation and maintenance of assessment rolls, property record cards, and other records necessary to professional real property assessment and taxation;
Cooperates and assists in state training programs, including the training of local Board of Assessment Review members and assessors;
Supervises, trains and provides assistance to staff;
Directs the maintenance of Real Property Services software systems and related utility programs;
Prepares annual and special reports as required;
Provides mass real property valuation assistance to assessors;
Uses established equalization rates to apportion the county taxes amongst the cities and towns within the county;
Prepares field books, town assessment rolls and school district assessment rolls;
Prepares tax bills and tax rolls for all municipalities within the county;
Assists with the calculation of invoices for and the assessment administration of Payment in Lieu of Tax (PILOT) agreements;
Processes applications for corrections and refunds of real property taxes.

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.

CONTINUED.....

DIRECTOR OF REAL PROPERTY TAX SERVICES III

Page 2

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, practices and theory of real property valuation and assessment;

Good knowledge of New York State Real Property Tax Law and judicial and administrative determinations governing valuation of real property;

Good knowledge of real property values;

Good knowledge of legal terminology used in deeds, liens, property descriptions, and tax records;

Ability to plan and supervise the work of others;

Ability to record real property information relative to valuation and assessment;

Ability to read and understand documents of a legal nature relating to property valuation and assessment;

Ability to prepare and maintain property valuation records and reports;

Ability to establish and maintain effective relationships with the public, assessors and other government officials;

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;

Ability to effectively utilize and explain the use of tax maps and other valuation tools;

Good judgment, initiative, integrity, tact, courtesy and accuracy.

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.....

DIRECTOR OF REAL PROPERTY TAX SERVICES III

Page 3

MINIMUM QUALIFICATIONS: Either:

- (1) (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, administrative position in the Office of Real Property Tax Services or real property tax agency. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least three (3) years of full time paid administrative experience involving the responsibility of planning, organizing and directing a work program; **OR:**
- (2) Graduation from an accredited two-year college AND seven (7) years of the experience described in subparagraph (1)(ii) above; **OR:**
- (3) Graduation from an accredited four-year college AND six (6) years of the experience described in subparagraph (1)(ii) above; **OR:**
- (4) An equivalent combination of the education and experience described in subparagraph (1)(ii) above, subject to the following:
 - (i) 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.
 - (ii) In no case shall less than four 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 be acceptable.

Pending Classification

6/13/97

Adopted Non-Competitive Class

10/24/00

Revised 3/5/14, 7/29/19