

## CHAIRMAN - TAX COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive, the incumbent of this position as a member of the five member Tax Commission is designated by the County Board of Legislators as Chairman. This assignment as presiding officer of Tax Commission meetings is in addition to serving as a Tax Commissioner. This position is appointed by the County Executive with the approval of the Board of Legislators for a term of five years. Supervision is exercised over four Tax Commissioners and the Secretary of the Commission. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Calls all regular and special meetings of the Tax Commission;

Presides at all meetings of the Commission to ensure the agenda is considered and proper disposition made on all items;

Examines assessment rolls in the 24 tax districts in the county to determine the relation of valuations in one district to those in another;

Holds public hearings in each district annually as a member of the Tax Commission;

Surveys the methods of assessment employed by the local assessors;

Investigates the accuracy of tax maps, assessment rolls and card systems;

Makes inquiries as to the realty market and any condition which may affect realty values in the district;

Makes appraisals of parcels in each tax district and makes comparisons with assessed values;

Makes independent evaluation and report on each tax district and works out any variations with other commissioners at meetings of the Tax Commission.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the provisions of the Westchester County Charter and Westchester County Administrative Code as it relates to the creation, operation and responsibilities of the Tax Commission; thorough knowledge of the Real Property Tax Law as it affects the work and duties of the Tax Commission; good knowledge of the field of real estate and assessment of real property; ability to meet and deal with people effectively; ability to conduct public hearings; ability to lay out and supervise the work of others; leadership; personal integrity; initiative; resourcefulness; good health.

SUGGESTED TRAINING AND EXPERIENCE: There are no training and experience requirements as this is a part-time advisory position appointed by the County Executive.