

## DIRECTOR OF REAL PROPERTY TAX SERVICES III

GENERAL STATEMENT OF DUTIES: Directs a County advisory tax service and appraisal department for city and town assessors and acts as executive secretary to the Tax Commission; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Tax Commissioner, an incumbent of this position is responsible for performing professional and administrative work involving the provision of accurate and timely information and advice on real property appraisal, equalization and assessment. Supervision is exercised over a small number of personnel comprising the Tax Commission Office staff and staff supervision over Assessors in eighteen towns and six cities.

EXAMPLES OF WORK: (Illustrative Only)

### Services to County:

Provides pertinent data concerning appraisals, assessments and State equalization rate to County Tax Commission;

Coordinates a County-wide evaluation program;

Provides annual and special reports to State Board of Equalization and Assessment;

Provides the Board of Legislators with information relative to real property valuations, economic growth conditions and trends of real property;

Prepares and furnishes a detailed annual report of the Commissioner's findings to the Board of Legislators and the State Board of Equalization and Assessment as to assessment practices and procedures throughout the County documented by statistics;

### Services to Cities and Towns:

Provides advisory appraisals on moderately complex taxable properties on request of appropriate authority;

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

Provides appraisal cards in forms and quantity prescribed by the State Board of Equalization and Assessment;

Cooperates and assists in State Board of Equalization and Assessment in-training programs.

General:

Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;

Maintains a variety of records and statistical data for control and reporting purposes;

Directs and trains the field and office property appraisal staff;

Assists assessors on unique valuation problems;

Distributes application forms for real property exemptions for veterans, aged business/industrial, agricultural districts and follow-up with updates.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern principles, practices and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good knowledge of deeds and related property records and ability to understand their relation to valuation processes; 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; integrity; tact; courtesy; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree\* and six years of experience in real estate sales, real estate appraisal or assessor work, three years of which was in the planning, organizing and directing a work program; or (b) graduation from a standard high school course and eight years of experience as indicated in (a) above, including three years of which was in the planning, organizing and directing a work program; or (c) any satisfactory equivalent combination of the foregoing training and experience.

APPOINTMENT STATUS: The above position is appointive for a six-year term in accordance with Section 1530 of the Real Property Tax Laws.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.

J. C.:

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Job Class Code: E0343

Job Group: