

## EXECUTIVE DIRECTOR OF TAX COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this position is responsible for examination of assessment rolls of towns and cities for ascertaining just relationships to valuation in all tax districts in the County as well as the level of valuation utilized for County taxes verses that for city taxes. The position also requires the Director to provide advisory services to local assessors concerning assessments and assessment procedures. Consistent with Real Property Tax Law, this position is appointed by the County Executive for a term of six years and is subject to the approval of the County Board of Legislators. Supervision is exercised over a small number of employees employed on the office staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Examines the assessment rolls for State and County taxes of the several tax districts in the County for the purpose of ascertaining whether valuations in one tax district bears a just relation to the valuation in all the tax districts in the County;

Examines the assessment rolls of the several cities in the County, for the purpose of ascertaining if real estate is assessed at a higher or lower valuation for State and County taxes than it is for city taxes;

Makes a study and survey of the mode of assessment employed in determining the value of real property for such purpose;

Confers with and informs local assessors as to their duties in respect to the valuation of real property for tax purposes;

Adopts and administers a uniform criteria of assessment procedures subject to review of the Tax Commission;

Provides, upon request, advisory appraisals to cities and towns as required by Section Fifteen Hundred Thirty-Six of the New York State Real Property Tax Law;

Advises the assessors on procedures for the preparation and maintenance of assessment rolls, property record cards, appraisal cards and other records and documents relating to real property assessment and taxation;

Cooperates and assists in the training programs provided by the State Board of Equalization and Assessment for local assessors;

Provides coordination of all assessment improvement programs, on a request basis;

Receives written reports from Tax Commission as to results of public hearings held by the Commission concerning valuations and assessments;

Schedules annual conference for the assessors of all tax districts for the purpose of discussing matters pertaining to taxation;

Files annual report and recommendations with Clerk of the County Board and the County Executive containing such information as requested by the County Executive and the Board of Legislators.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the New York State Real Property Tax Law; thorough knowledge of real estate and appraisal principles, practices and techniques; good knowledge of title searching methods and procedures; familiarity with standard statistical procedures; ability to seek out and research information relative to pending legislation from appropriate persons concerning interpretations of the Tax Law; administrative ability; ability to communicate with others effectively; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (As established by the State Board of Equalization and Assessment) Either: (a) Possession of a high school or equivalency diploma, and eight 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, assistant director of real property tax services or real property tax agent. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least three years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program. Such experience may have been gained in an electronic data processing operation related to real property assessment; or (b) Bachelor's Degree\* and six years of the experience as described in (a) above, including the three years of administrative experience; or (c) a satisfactory equivalent combination of the foregoing education and experience subject to the Note indicated below.

NOTE:

1. In no case shall less than four years of the specified experience be acceptable, including the three years of administrative experience.

SPECIAL REQUIREMENT: An incumbent in this position must complete a basic course of training as prescribed by the State Board of Equalization and Assessment within four years after commencement of term of office.

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