

ASSISTANT DIRECTOR OF REAL PROPERTY TAX SERVICES III

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for providing accurate, timely information and advice on real property appraisal, Real Property Services. Work is performed under the supervision of the Director of real Property Tax Services III in accordance with policies established by the county legislature and the State Board of Real Property Services. Supervision is exercised over all employees in the tax map, appraisal and general tax service units. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Directs the preparation and maintenance of tax maps and provides copies to assessors;
May supervise the preparation of real property transfer reports required by the State Board of Real Property Services;
Advises assessors on the preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessments;
Provides advice with respect to the apportionment of special franchise assessments;
Develops and provides information for computerization related to real property tax services;
On request of appropriate assessing jurisdiction, provides advisory appraisals on moderately complex taxable properties;
Assists in the coordination of county-wide revaluation program;
Develops and supervises the maintenance of a variety of records and statistical data for control and reporting purposes;
Prepares annual and special reports as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and theory of real property valuation and assessment;
Good knowledge of real property tax law and judicial and administrative determinations governing valuation of real property for taxation purposes;
Good knowledge of the principles and practices of supervision;
Working knowledge of deeds and other property valuation records;
Ability to establish and maintain effective relationships with the public, assessors and municipal officials;

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

Integrity;

Tact;

Courtesy;

Good judgement;

Good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school
equivalency diploma and EITHER:

- A) Three years of full-time paid experience in the valuation
of real property; OR
- B) Three 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 for tax purposes; OR
- C) Graduation from a regionally accredited or New York State
registered four year college and one year of the foregoing
experience; OR
- D) An equivalent combination of training and experience as
described in A), B), and C).