

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Director in the professional and administrative duties involved in directing a County Advisory Tax Service and Appraisal Department. The work involves responsibility for providing local jurisdictions with accurate, timely information and advice on real property appraisal, real property tax services and assessment matters. Work is subject to review by the Director of Real Property Tax Service. Supervision is exercised over a technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the maintenance of a comprehensive real property tax service program to promote the development of equitable assessment practices, including, but not limited to, apportionment of County/Town tax levy, school, village, water & sewer relievis, production of tax rolls and printing of tax bills;

Supervises, assists and participates in the preparation of tax maps, keeping them current and providing copies to local assessors and municipalities;

Assists with the coordination of the municipal revaluation program;

Provides advisory appraisals on moderately complex taxable properties;

Assists in preparing annual and special reports as required by the County Legislature and the State Board of Real Property Tax Services;

Assists assessors on unique valuation and exemption problems;

Supervises the field and office property appraisal and clerical staff;

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

Attends meetings with boards, committees and agencies as needed;

On request of appropriate authority, provides advisory appraisals on properties as defined in New York State Rules and Regulations;

Assists with investigation of claimed corrections of error as needed;

Provides appraisal cards in forms and quantity prescribed by New York State Rules and Regulations;

Cooperates and assists in conducting or coordinating State Board of Real Property Services training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of real property appraisal and assessment; thorough knowledge of real property tax laws and judicial and administrative criteria governing valuation of real property; good knowledge of mapping procedures; good knowledge of deeds and related property instruments and the ability to understand them relative to the valuation process; good knowledge of office and staff management; 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, ability to establish and maintain effective public relations; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- 1) Graduation from high school, or possession of an accredited high school equivalency diploma; and seven (7) 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 agent. 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 six (6) years of the experience described in paragraph (1) of this subdivision; OR
- 3) Graduation from an accredited four-year college and five (5) years of the experience described in paragraph (1) of this subdivision; OR
- 4) An equivalent combination of the education and experience described in paragraph (1) of this subdivision, subject to the following:
 - (i) One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience; AND
 - (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 proposes be acceptable.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: JULY 26, 2018

CIVIL SERVICE CLASSIFICATION: COMPETITIVE