

## **DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES**

**Distinguishing Features of the Class:** This is a professional administrative position involving assisting with the responsibility for the effective operation of a department whose functions are comprised of both technical and public relations aspects. The Deputy will work under the supervision of the Director, when present, but will be charged with the implementation of the Director's policies and directions, and the smooth functioning of the Department during his/her absence. Supervision will be exercised over subordinates. Does related work as required.

### **Typical Work Activities:**

- Assist the Director of Real Property Tax Services in the administration of a County Real Property Tax Service;
- Establish and maintain a comprehensive real property tax service program to assist in the development of equitable assessment practices;
- Provides mass real property valuation assistance to assessors;
- Advise assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;
- Cooperate and assist in State training programs including the training of local Board of Assessment Review members and assessors;
- Produce tentative and final assessment rolls for all County/Towns, City and Schools;
- Produce County/Town/City, School, and Village tax rolls and bills;
- Produce County-wide change of assessment notices and impact notices;
- Relevy unpaid School and Village taxes, delinquent sewer and water bills, and any other charges onto the County/Town tax bills;
- Produce valuation tools and specialized techniques applicable to the annual reassessment projects and periodic reassessment projects. Required knowledge of the various approaches to the appraisal of real property;
- Produce the Assessor's Annual Reports in compliance with the NYSORPTS Rules and Regulations;
- Directs the maintenance of Real Property Services software systems;
- Produce various reports requested by Assessors, County Departments, Town, Village and School officials, departmental staff, the general public, commercial vendors, banks, appraisal firms, etc;
- Departmental duties performed as needed, work with public, tax maps/RP5217 processing;
- Assist Assessors with procedures established by Real Property Tax Law;
- Assist Towns, City, Villages and Schools in regards to the Real Property Tax Rules and Regulations, and their compliance in regards to these issues;

### **Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:**

- Knowledge of real property tax laws, and judicial and administrative determinations governing valuation of real property for taxation purposes;
- Knowledge of deeds and related property records;
- 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;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, and databases;
- Ability to communicate effectively both orally and in writing;
- Integrity; tact; good judgment and courtesy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- (A) Graduation from a regionally accredited or New York State registered four year college; **OR:**
- (B) Graduation from a regionally accredited or New York State registered two year college AND two (2) years of supervisory experience; **OR:**
- (C) Four (4) 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 tax purposes or providing good knowledge of statistical data analysis; **OR:**
- (D) An equivalent combination of training and experience as defined by the limits of A and B above.

**NOTE:** Part-time, paid experience will be pro-rated as appropriate.

CLASS: PJC  
03/29/2021