

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

**LOCATION:** Real Property Tax Services  
**CLASSIFICATION:** Non-Competitive per Real Property Tax Law Section 1530 (2)  
**SALARY:** Management/Confidential, Grade C  
**ADOPTED:** 3/71 (State Board of Equalization and Assessment); Revised 8/97, 9/01, 12/03, 05/10, 01/20, Tioga Co. Personnel and Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment for the County Office of Real Property Tax Services and the Town Assessors. Work is performed under general supervision of the County Legislature or appointing authority and is subject to general review by the State Office of Real Property Tax Services. Supervision is exercised over the work of appraisal and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

### **SERVICE TO COUNTY (STATUTORY)**

- Provides pertinent data to County Office of Real Property Tax Services;
- Coordinates a county - wide revaluation program;
- Prepares annual and special reports as required by the County Legislature and the State Office of Real Property Tax Services.

### **SERVICES TO CITY AND TOWNS (STATUTORY)**

- Prepares tax maps and keeps them current and provides copies to assessors;
- Provides advisory appraisals on moderately complex taxable properties per request;
- Advises assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;
- Provides appraisal cards in forms and quantity prescribed by the State Office of Real Property Tax Services;
- Cooperates and assists in State Office of Real Property Tax Services training programs.

### **WHEN AUTHORIZED BY COUNTY LEGISLATURE**

- May assist in the sale of real property acquired by tax sale;
- Performs recording officer duties in relation to reports of transfers of real property.

### **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.

**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 laws and judicial and administrative determinations governing valuation of real property; working 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; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** as set forth under § 188-4.3 of the New York State Board's Rules for Real Property Tax Administration. **Either**

- a.**
  - i.** Graduation from high school or possession of a high school equivalency diploma; **AND**
  - ii.** Eight (8) years of satisfactory full-time 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 administrative experience involving the responsibility of planning, organizing, and directing a work program; **OR**
- b.** Graduation from an accredited two-year college and seven (7) years of experience described in subparagraph **(a)(ii)** of this subdivision; **OR**
- c.** Graduation from an accredited four-year college and six (6) years of the experience described in subparagraph **(a)(ii)**; **OR**
- d.** An equivalent combination of the education and experience described in subparagraph **(a)(ii)** 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 (2) years of graduate study may be applied as a substitute for the foregoing experience; **AND**
  - ii.** In no case shall less than four (4) 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 purposes be acceptable.

**NOTE:** Each County Director must comply with the applicable continuing education requirement set forth under 188-4.8 of the New York State Board's Rules for Real Property Tax Administration.