Herkimer County

DIRECTOR OF REAL PROPERTY TAX SERVICES II

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration, supervision, and operation of the Real Property Tax Services office. The incumbent provides accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the general direction of the County Legislature and is subject to the general review of the New York State Department of Taxation and Finance- Office of Real Property Tax Administration. Supervision is exercised over the work of Real Property Tax Services staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Services to County (Statutory)

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

Services to Cities and Towns (Statutory)

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

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern principles, practices and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good 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; integrity; tact; courtesy; good judgment; good physical condition.

Director of Real Property Tax Services II--continued

ACCEPTABLE TRAINING AND EXPERIENCE:
(Minimum requirements established by NYS Office of Real Property Tax Services.)

EITHER –

1. (i) Graduation from high school, or possession of an accredited high school equivalency diploma; **AND**

(ii) Six years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principals, methods, and procedures required for the assessment of real property 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 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 five years of the experience described in subparagraph (1) (ii) of this subdivision; **Or**

3. Graduation from an accredited four-year college and four years of the experience described in subparagraph (1) (ii) of this subdivision; **Or**

4. An equivalent combination of the education and experience described in subparagraph (1) (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 years of graduate study may be applied as a substitute for the foregoing experience.

NOTE: The minimum qualification standards for county directors whose term of office begins on or after October 1, 2013 are as noted above and are mandated under **Part 8188** of the Rules and Regulations of the Department of Taxation and Finance.

Non-Competitive Class

Amended CSC action 01/23/1992
Updated 02/11/2009 PO
Updated 01/09/2012 PO
Updated 12/03/2013 PO
Updated 06/14/2018 PO