

ASSISTANT DIRECTOR REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for providing accurate, timely information and advice on 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 title search and general tax service units. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Supervises 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;
Enters assessed values provided by the State with respect to the apportionment of special franchise assessments;
Develops and provides information for computerization related to real property tax services;
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.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree and one year of experience in the valuation of real property and researching land records to determine ownership and to prove good title to parcels, or 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, assessment and/or appraisal purposes; OR

B) Graduation from a regionally accredited or New York State registered college with a Associate's degree and three years of experience in the valuation of real property and researching land records to determine ownership and to prove good title to parcels, or 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, assessment and/or appraisal purposes; OR

C) Graduation from high school or possession of an equivalency diploma and five years of experience in the valuation of real property and researching land records to determine ownership and to prove good title to parcels, or 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, assessment and/or appraisal purposes.

SPECIAL REQUIREMENT: The Assistant Director of Real Property Tax Services must complete a basic course of training as prescribed by the State Board of Real Property Services within three years of permanent appointment to the position pursuant to Section 188-2.6 of the "Rules for Real Property Tax Administration."

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.