

REAL PROPERTY TAX SERVICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining real property records including deeds, tax maps and other assessment records in the Department of Real Property Tax Services. The incumbent assists in tax service and land transfer functions within the County and performs supportive duties such as processing sales into the State system, processing splits and combination cards, and acting as liaison with attorneys, searchers and the general public on Real Property collection issues. Work is performed under the general supervision of the Director or Assistant Director with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains records for real property transfer deeds and enters data into "Sales Net" for state use and provides information and "5217s" to town assessors;

Gathers property valuation data from a variety of sources including tax rolls, assessment rolls, deeds and tax maps to assist the public with requests for information;

Conducts research and provides property data from a variety of sources including RPT system, tax rolls, deed cards, and maps for use by the public and legal professionals;

Maintains records of real property transfer deeds and updates the changes on tax maps;

Answer questions from the general public with regard to real property issues such as rates, exemptions and access to deeds, maps;

Collects tax payments, installments and miscellaneous sales;

Compiles information required in the appraisal of property for a comparability worksheet for Appraiser's use;

Prepares and sends report of sales transmittals to the New York State Office of Real Property Tax Services;

Reviews assessment portion of utility, railwork and special district properties for accuracy;

Assists in the development of taxation and assessment manuals and forms for use by school districts and other agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of real property terminology, procedures and forms;

Good knowledge of modern office terminology, procedures, equipment and business English;

Good knowledge of the methods and procedures of record maintenance and the processing of land transfer and taxation transactions;

Working knowledge of New York State Real Property Tax law and local policy;

Working knowledge of real property valuation and assessment;

Working knowledge of the New York State Real Property Information System;

Ability to deal effectively with the public;

Ability to establish and maintain effective working relationships with others;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;

Ability to communicate effectively, both orally and in writing;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and four years experience with a real estate office, mortgage company, title company, engineering firm, land surveyor or governmental agency that involves mapping, property transfers, real property valuation, real estate appraisals, title searching, property assessments, civil engineering, architecture, zoning inspection or site plan review.
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree and two years experience as indicated above.
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.