

DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves professional and administrative responsibility for directing a County Real Property Tax Service and Appraisal Department for City and Town Assessors and the County Equalization Agency, providing accurate, timely information and advice on real property appraisal, equalization and assessment. The Director is the Recording Officer and Enforcement Officer of the County of Broome, and acts as a Property Appraiser of Social Services. Work is performed under the general direction of the County Legislature or appointing authority and is subject to general review by the State Board of Equalization and Assessment. Supervision is exercised over the work of appraisal, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Services to County (Statutory) Provides pertinent data to County Equalization Agency;
Coordinates a County-wide reevaluation program;
Prepares annual and special reports as required by the County Legislature and the State Board of Equalization and Assessment;
Administers County takings for highway, watershed and other County purposes;
Acts as Enforcement Officer for delinquent tax foreclosures for the County;
Services to City and Towns (Statutory) Prepares and updates tax maps and provides copies to Assessors;
Provides advisory appraisals on moderately complex taxable properties on request of appropriate authority;
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 Board of Equalization and Assessment;
Cooperates and assists in State Board of Equalization and Assessment training programs;
Acts as chief administrator for tax programs involving tax extensions for schools, Towns and Villages, including special districts.
As Authorized by County Legislature Conducts sale of real property acquired by tax sale and surplus County property;
Performs Recording Officer duties in relation to report of transfers of real property;
Performs Enforcement Officer duties in the enforcement of delinquent taxes.
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;
Assists local governments in matters relating to assessment exemptions tax extensions;
Administers a complex computer system for property ownership tax extensions, property assessments, inventory etc.
Directs and trains the field and office property appraisal staff;
Assists Assessors on unique valuation problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles, practices and theory of real property valuation and assessment;
Comprehensive knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property;
Thorough knowledge of deeds and related property records and their relation to valuation processes;
Thorough knowledge of laws pertaining to tax foreclosures;
Thorough knowledge of office and staff management;
Good knowledge of tax foreclosures, tax computation, special district levies, etc.;

Good knowledge of appraisals;
Working knowledge of title searching legal instruments, etc.;

Ability to establish and maintain effective relationships with the public, Assessors and County, Town and School 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 act as a legal witness in trials and hearings;
Integrity;
Tact;
Courtesy;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION STANDARDS FOR COUNTY DIRECTORS:

20 New York Codes, Rules and Regulations (NYCRR)
Section 8188-4.3:

The minimum qualification standards for county directors whose term of office begins on or after October 1, 2013 are:

- 1) Graduation from high school, or possession of an accredited high school equivalency diploma; AND

Eight years of satisfactory full-time paid 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,

principle 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 seven years of the experience described in paragraph (1) of this subdivision; or
- 3) Graduation from an accredited four-year college and six years of the experience described in paragraph (1) of this subdivision; or
- 4) An equivalent combination of the education and experience described in paragraph (1) 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; and
 - (ii) In no case shall less than four 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.

9/18/00-Jurisdictional Classification: Non-competitive, designated as confidential and policy influencing.