

DATE: January 23, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Roseann Daw, Commissioner of Finance
244 Fair Street, Kingston, NY 12401

JOB VACANCY: Real Property Tax Service Specialist / Full-Time / Permanent/Provisional / Benefited

LOCATION: County Office Building

SALARY: \$31.01 / hour (Grade 14)

FILL DATE: February 13, 2024



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of assessment administration services in the Ulster County Real Property Tax Service Agency. An incumbent in this position assists municipal assessors, taxing authorities, other county departments and the general public, and provides training to assessors and their staff in the utilization of the New York State RPSV4 assessment software/database and coordinates, processes and participates in the investigation of correction of error applications. The incumbent is under the direct supervision of the Ulster County Director of Real Property. Supervision may be exercised over the work of subordinates. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern property assessment methods; good knowledge of the real property information system; good knowledge of real property record keeping and terminology; working knowledge of the principals, practices, policies and procedures of real property taxation; working knowledge of tax maps, survey maps and instruments of conveyance and easements; ability to read and understand deeds, wills court petitions and other documents containing property descriptions; ability to research Real Property Tax Laws, Opinions of Council and New York State Assessors Manuals; ability to work independently, accurately and proficiently; ability to create and edit reports via Microsoft Word and Excel; ability to communicate orally and in writing; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of full-time paid experience in real property tax services and real property assessment administration; **OR**
- B. High school graduation or possession of a high school equivalency diploma and five (5) years of full-time paid experience in real property tax services and real property assessment administration.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPT

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.