

DIRECTOR, REAL PROPERTY TAX SERVICES III

DISTINGUISHING FEATURES OF THE CLASS: Directs a county advisory tax service and appraisal department for city and town Assessors and the Division of Real Property Tax Service within the Ulster County Department of Finance. This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the direction of the Commissioner of Finance and is subject to general review by the New York State Office of Real Property Tax Services (ORPTS). Supervision is exercised over the work of appraisal and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

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 Executive, County Legislature, Deputy Commissioner of Finance and the New York State Office of Real Property Tax Services (ORPTS).

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, real property records cards and other records necessary to professional real property assessment and taxation;

Provides appraisal cards in forms and quantity prescribed by the New York State Office of Real Property Tax Services (ORPTS);

Cooperates and assists in New York State Office of Real Property Tax Services (ORPTS) training programs.

When Authorized by County Executive:

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;

Directs the implementation of revaluation programs leading to full value taxation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern principles, practices and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial 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.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) 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, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or a 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 (3) years of full-time paid administrative experience involving the responsibility for planning, organizing and directing a work program; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and seven (7) 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, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or a 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 (3) years of full-time paid administrative experience involving the responsibility for planning, organizing and directing a work program; **OR**

- C. Graduation from high school or possession of an accredited high school equivalency diploma and eight (8) 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, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or a 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 (3) years of full-time paid administrative experience involving the responsibility for planning, organizing and directing a work program
- D. An equivalent combination of the education and experience as described above subject to the following:
- (1) One year of graduate study may be substituted for one year of the foregoing experience. No more than two (2) years of graduate study may be applied as a substitute for the foregoing experience; **AND**
 - (2) In no case shall less than four (4) 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.

Special Note: The powers and duties of County Directors are described in Real Property Tax Law (RPTL 1532). In order to carry out such duties as tax mapping, advisory appraisals, and supporting assessment functions within their counties, County Directors must be trained and certified as described in (RPTL 1530) and the 20 NYCRR 8188, subpart 8188-4. County directors must complete a course of training within four years of beginning the initial term of office. The State Certified County Director designation is awarded after successful completion of the basic training program. County directors must show progress toward certification by completing:

- Orientation, ethics and two (2) or more components in the first year
- A total of five (5) or more components by the end of the second year
- A total of eight (8) or more components by the end of the third year in office

Applicants must meet minimum qualification standards before being appointed to the office of County Director. The training and qualification requirements for County Directors are defined in 20 NYCRR 8188 (§8188-4.3). County civil service offices or county personnel offices considering an individual for appointment should submit an Application for Qualifications Review (RP-3006) to Educational Services prior to making an appointment.