

REAL PROPERTY INFORMATION SYSTEM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating the implementation of a computer based Real Property Information System. The employee serves as the primary liaison between the Real Property Tax Service Agency, Assessors and computer service agencies, including the New York State Office of Real Property Services and Ulster County Information Services. The incumbent conducts training courses for Assessors and others in the application and operation of the Real Property Information System, and assists in the development of training manuals. The work is performed under the general supervision of the Director of Real Property Tax. 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.

Writes requirements and specifications for data processing phases of the Real Property Information System;

Reviews and evaluates current assessment administration practices as they relate to RPS within a municipality requesting assistance;

Conducts on site review of an assessor's office in order to evaluate its' operation and the resources available to the assessor; and, prepares a detailed report of findings with recommendations to their adequacy for the particular project being initiated;

Assists in the preparation of a project work plan that will be used to conduct, manage and measure the progress of the project; and also, to assist in the preparation of specifications to be used in securing competitive bids for contractor services, if required;

Assists municipalities in either installations or upgrades of the RPS modules and aids local staff in understanding how to use and work them;

Provides on site project assistance by working with and supervising local staff when appropriate;

Monitors progress of contractors and quality of service provided when contracted services are utilized;

Prepares written reports for local officials regarding project status and offers recommendations for future conduct of the project;

Participates in assigned project status meetings and public information meetings;

Assists in the development of a public information program when needed;

Trains municipal staff in the operation and daily use of the particular component being installed (i.e.: RPS);

May be expected to be familiar with all phases of file control (i.e.: who may access and change information on the file, how to recognize and correct processing problems and errors, etc.);

May appraise real property for assessors or County officials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the Real Property Information System program including applicable state guidelines and regulations; thorough knowledge of the principles, practices, policies and procedures of Real Property taxation; good knowledge of the capabilities of data processing systems; good knowledge of mathematics, statistics and multiple regression analysis; good knowledge of local programs and computer system operations as they apply to the New York State Real Property Information System; good knowledge of Real Property Tax Law; working knowledge of the operation of personal computer query and computer facilities; ability to instruct others in the function and use of the Real Property Information System; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with others; ability to plan and supervise the work of others; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an associates degree and three (3) years of full-time paid experience in assessment administration, two (2) years of which must have involved working in computer assisted mass appraisal or real estate valuation programs; **OR**
- B. High school graduation or possession of a high school equivalency diploma and five (5) years of full-time paid experience in assessment administration, two (2) years of which must have involved working in computer assisted mass appraisal or real estate valuation programs.

ULSTER COUNTY
5310 RP INFO SP
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: October 5, 1989
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