

## **REAL PROPERTY TAX SERVICE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing clerical duties and para-professional tax map activities in the real property tax service agency. Work is carried out in accordance with established procedures and involves duties related to real property transfers and other functions of the agency. The incumbent is under the general supervision of a higher level employee. Supervision may be exercised over the work of clerical subordinates. 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.

Provides assistance to government agencies, lawyers, land surveyors, realtors and the general public related to real property tax services;

Processes the Real Property Transfer Report Form EA-5217;

May perform all the duties of a Real Property Tax Service Aide;

Performs entry level technical work related to verifying the accuracy of tax maps, often as part of the property transfer process;

Reviews existing maps with land owners, land surveyors, title searchers, assessors, lawyers and others for correctness;

Under supervision, may perform field work to verify property lines and location of properties;

Utilizes the Real Property computer system in the course of performing duties;

Maintains property ownership records;

Participates in New York State Division of Equalization and Assessment Administration training programs;

Prepares various reports relating to property valuations;

Performs a variety of related duties in connection with the work of the Real Property Tax Service Agency;

Performs a variety of clerical duties as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; working knowledge of modern property assessment methods; working knowledge of the principles and practices of map plotting and drafting; ability to read and understand deeds, wills, court petitions and other documents

containing property descriptions; ability to collect and record property valuation information from a variety of sources; ability to interpret sketches, maps and plans; ability to work effectively with the public; good judgment; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One year of work experience which involved comparing survey or tax maps to deeds in order to determine the accuracy of the maps, and which additionally involved clerical work experience related to title searching, land surveying, real property tax services or substantially similar work.

ULSTER COUNTY  
5355 RPTS AST  
Classification: Competitive  
Grade: 12  
Union: CSEA

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