

## **REAL PROPERTY TAX SERVICE SPECIALIST**

**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.

**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.

Coordinates, processes and participates in the investigation of applications for the correction of errors pursuant to Real Property Tax Law Sections 554 and 556;

Provides research, information and administrative assistance to municipal assessors, taxing authorities, other county departments and the general public;

Assists the general public in the review and understanding of real property records, which include tax maps, deeds, filed maps, assessment rolls and tax rolls;

Provides training and assistance to assessors and their staff in the utilization of the New York State RSPV4 assessment software/database;

Researches Real Property Tax Law, Office of Real Property Tax Services (ORPTS) Opinions of Council and New York State Assessor Manuals to assist assessors, Real Property staff and the general public;

Assists in the processing of Real Property Transfer Reports;

Assists in maintaining the Real Property parcel history database;

Plans, coordinates, prepares materials for the Board of Assessment Review annual training sessions;

Performs a variety of clerical duties as required;

May supervise and assign work to subordinates.

**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

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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.

ULSTER COUNTY  
5262 RPTS SPEC  
Classification: Competitive  
Grade: 14  
Union: CSEA

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