

## **SUPERVISOR, REAL PROPERTY TAX SERVICE AGENCY**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises the functions of the Real Property Tax Service Agency and the services performed by agency staff to assist local officials in achieving and maintaining equitable assessment rolls. The incumbent is also responsible for providing tax extension services for taxing jurisdictions. Work is performed under the supervision of the Ulster County Director of Real Property. Supervision is a responsibility of an employee in this class. 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.

Supervises Real Property staff engaged in assessment administration services pursuant to Real Property Tax Laws, including correction of errors on the assessment and tax rolls, processing prorated relievs and real property transfers;

Assists municipal assessors in maintaining equitable assessment rolls in the Real Property System (RPS) assessment software/database, including training assessors and their staff in the utilization of RPS and providing guidance on property tax exemptions and researching Real Property Tax Law (RPTL);

Assists local governments in assessment equity projects and Board of Assessment Review training;

Serves as liaison between New York State agencies such as the Office of Real Property Tax Services (ORPTS) and local assessors in providing guidance and training as well as processing special franchise assessments, Taxable State Land accounts, Railroad Ceiling values and Assessor's Annual Report;

Assists school districts with the tax extension process, including verifying taxable values, tax levy apportionment and tax rates, and coordinating with Ulster County Information Services (UCIS) in producing tax bills;

Provides tax extension services for the county, towns and special districts, including collecting and reviewing town and special district budgets, reporting taxable values, apportionment of county and special district tax levies, calculation of tax rates, coordination with UCIS in producing tax bills, producing tax warrant abstracts and tax warrants;

Assembles data and prepares reports to assist the Director in producing the annual Real Property Data report;

Assists the Ulster County Finance Department in the Tax Sale Auction process, including reviewing unsold properties to recommend "upset prices" and to justify and request lower assessed values from municipal assessors;

Provides assistance and information to the public by answering questions related to real

property data and assessment administration and helps to resolve problems.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the NYS Real Property System software and database; good knowledge of Real Property Tax Law; good knowledge of the fundamentals of assessment administration; working knowledge of the duties and responsibilities of the municipal assessor; working knowledge of the resources available on the NYS ORPTS website; ability to research Opinions of Counsel and NYS Assessors Manuals; ability to utilize and explain the use of tax maps and valuation tools, deeds and other real property documents; ability to determine the history of tax map revisions for a particular parcel; ability to supervise Real Property staff engaged in administration services; ability to produce and edit reports via Microsoft Word and Excel; ability to establish and maintain effective working relationships with others; ability to work independently, accurately and proficiently; courtesy; integrity; tact.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or higher level degree and two (2) years of full-time paid, or its part-time equivalent, work experience in real property tax services and assessment administration, one (1) year of which must have involved working with the New York State Real Property System (RPS) in data management and reporting; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and four (4) years of full-time paid, or its part-time equivalent, work experience in real property tax services and assessment administration, two (2) years of which must have involved working with the New York State Real Property System (RPS) in data management and reporting; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its part-time equivalent, work experience in real property tax services and assessment administration, two (2) years of which must have involved working with the New York State Real Property System (RPS) in data management and reporting; **OR**
- D. An equivalent combination of the training and experience as indicated in A, B and C above.

ULSTER COUNTY  
7060 SUPV RPTSA  
Classification: Competitive  
Grade: 16  
Union: CSEA

Adopted: September 8, 1987  
Revised: April 2, 1998  
Revised: March 31, 2017