

DIRECTOR OF REAL PROPERTY TAX SERVICES II

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work in directing a County Advisory Tax Services and Appraisal Department for City and Town Assessors and the County Equalization Agency. The work involves responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under general direction of the County Legislature or appointing authority and is subject to the general review by the State Board of Equalization and Assessment. Supervision is exercised over the work of appraisal, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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 Legislature and the State Board of Equalization and Assessment.

Services to City 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, property record cards and other records necessary to professional real property assessment and taxation; Provides appraisal cards in forms and quantity prescribed by the State Board of Equalization and Assessment; Cooperates and assists in State Board of Equalization and Assessment training programs.

When Authorized by County Legislature

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.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles, practices and theory of real property valuation and assessment; Good knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; Working 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; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school, or possession of an accredited high school equivalency diploma; And six years of satisfactory fulltime 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 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 two years of fulltime paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
- B. Graduation from an accredited two year college and five years of the experience described in A above; OR
- C. Graduation from an accredited four year college and four years of the experience described in A above; OR
- D. An equivalent combination of the education and experience described in A above subject to the following: one year of graduate study may be substituted for one year of the foregoing experience; No more than two years of graduate study may be applied as a substitute for the foregoing experience.

Revised 6/7/83

Revised 10/29/92

Reviewed 8/3/01