

## ASSISTANT DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work in assisting in directing the County Advisory Tax Service and Appraisal Department for City and Town Assessors and the Cattaraugus County Equalization Agency. The work involves responsibility for providing accurate, timely information and advice on real property appraisals, equalization, and assessment. Work is performed under the general supervision of the Director of Real Property Tax Services. An appointment to this class is of a temporary duration pursuant to Civil Service Law, Section 64.4, during which time the incumbent participates in training in order to assume the responsibilities of the Director of Real Property Tax Services. Supervision is exercised over the work of appraisal, technical, and clerical staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in providing pertinent data to County Equalization Agency;
- Prepares annual and special reports as required;
- Maintains tax maps and assures they are 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;
- Assists in State Board of Equalization and Assessment training programs;
- Participates in the maintenance of 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;
- Acts for and in place of, the Director in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern principals, practices, and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good 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 judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from high school, or possession of an accredited high school equivalency diploma; and

B) Five years of satisfactory full time 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 one year of full time paid administrative experience involving the responsibility of planning, organizing, and directing a work program;

OR

C) Graduation from an accredited two-year college and four years of the experience described in paragraph B;

OR

D) Graduation from an accredited four-year college and three years of the experience described in paragraph B;

OR

- E) Graduation from an accredited four-year college and completion of two years graduate study and one year of the experience as described in paragraph B.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted:

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