

DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work 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 in real property appraisals, equalization, and assessment. Work is performed under the 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:

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 Town (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 comprehensive real property tax services programs 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 KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles, practices, and theory of real

property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determination 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 eight 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 three years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
- B) Graduation from an accredited two-year college and seven years of the experience described in subparagraph (2)(i) of this subdivision; OR
- C) graduation from an accredited four-year college and six years of the experience described in subparagraph (2)(i) of this subdivision; OR
- D) An equivalent combination of the education and experience described in subparagraph (2)(i) of this subdivision, subject to the following:
 - a. One year of graduate study may be substituted for one year of the foregoing experience; AND
 - b. In no case shall less than four years of 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 tax proposes be acceptable.

NOTE: The minimum qualification standards for county directors whose term of office begins on or after October 1, 2013 are as noted above and are mandated under **Part 8188** of the Rules and Regulations of the Department of Taxation and Finance.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/19/2013