

Jurisdictional Class: Non-Competitive for County  
Adopted: as Director of Real Property Tax Services II  
Revised: January 7, 2014

**DIRECTOR OF REAL PROPERTY TAX SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work in directing a County Assessment Service and Appraisal Department for City and Town Assessors. The work involves maintaining current assessment rolls as well as responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment to other municipalities. Work is performed under general direction of the County Legislature or appointing authority and is subject to general review by the New York State Office of Real Property Tax Services (ORPTS). Supervision is exercised over the work of appraisal, technical and clerical staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Services to County (Statutory)

Provides pertinent data to County Legislators and tax levying authorities throughout the county;  
Coordinates a county-wide revaluation program;  
Prepares annual and special reports as required by the County Legislature and New York State Office of Real Property Tax Services;  
Maintains current assessment rolls.

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 and in some municipalities, has entered into contracts to perform assessment duties;  
Cooperates and assists in New York State Office of Real Property Tax Services 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 & 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 determinations governing valuation of real property;  
Good knowledge of deeds and related property records and ability to understand their relation to valuation processes;

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Good knowledge of mass appraisal and systematic analysis;  
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;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** (Per Section 8188-4.3 of the Rules and Regulations of the Department of Taxation and Finance):

- (1) Graduation from high school or possession of an accredited high school equivalency diploma; and eight (8) 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 (3) years of full-time paid administrative experience involving the responsibility of planning, organizing, and directing a work program; or
- (2) Graduation from an accredited two-year college and seven (7) years of the experience described in paragraph (1) of this subdivision; or
- (3) Graduation from an accredited four-year college and six (6) years of the experience described in paragraph (1) of this subdivision; or
- (4) An equivalent combination of the education and experience described in paragraph (1) of this subdivision, subject to the following:
  - (i) One (1) year of graduate study may be substituted for one (1) year of the foregoing experience. No more than two (2) years of graduate study may be applied as a substitute for the foregoing experience; and
  - (ii) In no case shall less than four (4) 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 purposes be acceptable.

Applicants must meet minimum qualification standards before being appointed to the office of County Director. The training and qualification requirements for County Directors are defined in 20 NYCRR 8188 (§8188-4.3).

County civil service offices or county personnel offices considering an individual for appointment should submit an Application for Qualifications Review (RP-3006) to Educational Services prior to making an appointment.

Educational Services will review the application and inform the county of the results within 30 days. Once qualifications are approved, the appointing authority can appoint the county director to office.