

REAL PROPERTY TAX SERVICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Assists in the implementation and operation of a special services component or performs a wide variety of tasks in the operation of a municipal Real Property Tax Service Department. This position provides assistance in developing new programs and participating in special projects such as revaluations and formation of consolidated assessing units, as well as more routine exemption administration, appraisal services, report preparation, legal notices, tax mapping procedures, corrected tax rolls and apportionment of tax bills. This position provides coordination and field support for local assessors as they perform professional valuation for assessment of real property in towns, villages and cities. Work is performed under the direct supervision of the Director of Real Property Tax Services.

TYPICAL WORK ACTIVITIES:

- Coordinates and assists local assessors in a variety of projects involving revaluations, updates, forming coordinated assessing units, exemptions and appraisals;
- Assists local assessors in implementation of changes as dictated by Real Property Tax Law and rules and regulations as set by the State of New York and the County of Herkimer;
- Assists assessors with evaluating Property Inventory Valuation Reports and analyzing the market value survey;
- Evaluates state land entries on the assessment rolls;
- Ensures accuracy on assessment rolls with regard to special franchise values, exempt properties, housing projects and special district assessments;
- Participates in planning, coordinating and presenting specialized training programs provided by the Real Property Tax Service;
- Accurately and promptly disseminates information to assessors, municipalities and the public concerning the County's Real Property Tax program;
- Assists assessors in valuation of more complex properties;
- Performs other duties as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and related property records; ability to plan and administer multiple projects; ability to establish and maintain effective working relationships with municipal officials at state and local levels; ability to communicate clearly and effectively; ability to work independently with accuracy and proficiency; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma **AND**

Either

(A) Possession of an Associate Degree in business administration, public administration, accounting or related field from a regionally accredited or New York State registered college **AND** one year of experience working as an assessor in New York State or working as an appraiser or data collector on a mass appraisal project;

Or

(B) Three years of experience working as an assessor in New York State or working as an appraiser or data collector on a mass appraisal project.

Competitive Class