

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Real Property Tax Service
Assessment Manager

(Applicant must also apply for Civil Service exam to be eligible for appointment)

\$43,611 - \$51,556

Dated: May 7, 2024

Last Date for Filing: May 20, 2024

EOE

DISTINGUISHING FEATURES OF THE CLASS: All work is performed in accordance with the policies determined by the Director, with latitude allowed for the exercise of independent judgment in organizing and executing the work. This position requires several years of experience in organizing office procedure and training additional staff members in such a way so as to meet necessary deadlines in a neat, accurate, professional manner. The responsibilities of this position are not of a routine nature. Part of this experience may be gained from working in a job directly related to assessment administration such as; preparing reports and data necessary for a County Board, Municipalities, New York State Office of Real Property Tax Services, County Treasurer and/or Assessors. Supervises subordinate staff when needed.

EXAMPLES OF WORK: (Illustrative only)

- Enter all assessment changes from Board of Review, Small Claims Court and Court Orders;
- Apportion Special Franchise Assessment, Railroad Ceilings and State Owned Forest Land for County, Town and School Rolls;
- Balance all Assessment Rolls for County, Town, School and Village purposes, assemble all rolls for collectors and assessors, make sure all rolls are prepared on time;
- Correlate all Tax Map Maintenance, including splits, merges, deletes and acreage changes, enter same on Real Property Services V4;
- Balance assessors' annual reports and send same to New York State Office of Real Property Tax Services;
- Supervision and training of personnel in and relating to Real Property Tax Service;
- Work with contractors/assessors on revaluations – if requested by town and agrees to oversight by the New York State Office of Real Property Tax Services;
- See to all Assessors' needs - sending information, transfers, and anything relevant to their jobs;
- Prepare and organize all materials necessary for Assessor to file various rolls;
- Assist general public, attorneys, appraisers, realtors and other departments with questions and problems concerning data, tax rates, etc;
- Answer phone, print maps, file payroll, monthly books and general office work, other related duties.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good working knowledge of office procedures and equipment; working knowledge of mathematics; ability to deal effectively with coworkers as well as the public; ability to handle situations that arise and make sound decisions; ability to plan ahead and supervise others; ability to set up filing systems and prepare reports independently using caution to assure accuracy and neatness; ability to utilize common office software programs including word processing, spreadsheets and databases.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and two (2) years of full-time experience or its part-time equivalent working with Real Property Tax Administration, or work requiring similar skills*; OR
- b) Graduation from high school or possession of a high school equivalency diploma and four (4) years or more of full-time experience or its part-time equivalent in office procedures with increasing

responsibilities and two (2) of the four (4) years of experience working with Real Property Tax Administration or work requiring similar skills*; OR

c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

*Similar skills may include but are not limited to familiarity with Microsoft Office, customer service, organizational skills and higher level clerical skills.

Classification: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov