

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Director of Real Property Tax Services II

\$74,619 - \$91,201

DATED: August 26, 2024

EXTENDED LAST DAY FOR FILING: September 20, 2024
EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration, supervision and operation of the Department of Real Property Tax Services. The incumbent provides accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under general supervision of the County Board of Representatives and is subject to general review by the New York State Department of Taxation and Finance Office of Real Property Tax Administration. Supervision is exercised over the work of Real Property Tax Services Staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;
- Directs the preparation of tax maps and keeps them current and provides copies to assessors;
- Provides advisory appraisals on moderately complex taxable properties upon request of the appropriate authority;
- 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 form and quantity prescribed by the New York State Department of Taxation and Finance;
- Cooperates and assists in state training programs;
- Supervises, trains and provides assistance to Real Property Tax Service staff;
- Directs the maintenance of Real Property Services software systems and related utility programs;
- Prepares annual and special reports as required;
- May assist in the sale of real property acquired by tax sale;
- May perform recording officer duties in relation to reports of transfers of property.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of real property valuation and assessment; good knowledge of New York State Real Property Law; good knowledge of real property values; good knowledge of legal terminology used in deeds, liens, property descriptions, and tax records; ability to plan and supervise the work of others; ability to record real property information relative to valuation and assessment; ability to read and understand documents of a legal nature relating to property valuation and assessment; ability to prepare and maintain property valuation records and reports; ability to establish and maintain effective working relationships with others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to communicate effectively both orally and in writing; integrity; tact; courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an accredited high school equivalency diploma and either:

- (a) 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 agency. As

part of the forgoing 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

- (b) Graduation from an accredited two-year college and seven (7) years of the experience described above; or
- (c) Graduation from an accredited four-year college and six (6) years of the experience described above; or
- (d) An equivalent combination of the education and experience described in (a), (b) and (c) above, subject to the following:
 - 1. 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.
 - 2. 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.

CLASSIFICATION: Competitive

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