OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Real Property Tax Service
Real Property System Specialist
$53,927 - $63,872
Dated: May 29, 2025
Last Date for Filing: June 12, 2025
EOE

DISTINGUISHING FEATURES OF THE CLASS: The Real Property System Specialist is responsible for the administration and providing ongoing technical support to the Real Property System (RPS) such as RPSV4 or successor systems not supported by ORPTS, ensuring accurate and timely creation of assessment rolls, tax rolls, and tax bills. The incumbent will be required to operate and maintain the NYS RPS database ensuring the information is accurate and up-to-date. This position involves close coordination with assessors, tax collectors, and IT personnel. The incumbent exercises independent judgment in managing property tax data and applying procedures consistent with state and local laws. Work is performed under the general supervision of the Director of Real Property Tax Services. Supervision of subordinate staff may be required.

EXAMPLES OF WORK: (Illustrative only)
- Operates and maintains the Real Property Tax System (i.e. RPSV4 or RPSOS) to support the preparation and issuance of assessment rolls, tax rolls, and tax bills;
- Coordinates the annual production of tentative and final assessment rolls in conjunction with municipal assessors;
- Prepares and verifies tax roll and billing data for towns, villages, cities, and school districts;
- Troubleshoots RPS issues and provides technical support to users including assessors, tax collectors, and clerks;
- Ensures accurate calculation and application of tax rates, levies, and special assessment;
- Imports, exports, and audits real property data such as ownership, parcel descriptions, exemptions, and special districts;
- Assists in the transition to new software versions or system upgrades and participates in data conversion or validation;
- In RPSV4 maintains security protocols and backup procedures for real property data;
- Trains and supervises subordinate staff performing computerized data entry on the RPS;
- Trains municipal users on system functions and updates;
- Prepares reports for NYS and local government (i.e. assessment rolls, special districts, school rolls, tax rolls, tax bills etc. relating to RPS);
- Prepares various statistical and/or narrative reports as related to the RPS;
- May assist in maintaining GIS and mapping systems as they relate to parcel data;
- Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of real property tax laws and procedures, including assessment and taxation processes; good knowledge of computer system operations (web-based applications and cloud systems), database management, spreadsheets, and other types of software programs; good knowledge in the use and management of real property tax systems (i.e., RPSV4 or successor systems); ability to understand and carry out moderately complex oral and written instructions; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others and effectively interact in stressful situations; ability to pay close attention to details; ability to interpret and apply State and local rules related to assessments and billing; ability to audit and reconcile data before roll finalization; ability to prepare reports; ability to troubleshoot errors; ability to train others in system use and troubleshooting; ability to analyze large sets of property data; ability to exercise good judgment, tactfulness, accuracy, integrity and courtesy.

MINIMUM QUALIFICATIONS: Either:

a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in computer science, computer technology, information systems, public administration, or closely related field and one (1) year of full-time experience, or its part-time equivalent in real property tax administration, systems operation using RPSV4, GIS, ERP systems such as Munis (Tyler) or similar systems, tax roll preparation or municipal tax billing; or computerized real property records and database management and querying; or

b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents with an Associate's Degree in computer science, information systems, public administration, or a closely related field and three (3) years of full-time experience, or its part-time equivalent as described in (a) above; or

c) Graduation from high school or possession of an equivalency diploma and five (5) years of experience as described in (a) above; or

d) An equivalent combination of training and experience as described in (a), (b) and (c) above.

Notes: Successful completion of coursework in computer science, data systems management, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required work experience (if not already given credit in the degree field) with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience up to one-half of the work experience required.

Classification: Competitive

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