

## **DIRECTOR OF REAL PROPERTY TAX SERVICES III**

**DISTINGUISHING FEATURES OF THE CLASS:** Directs a County advisory tax service and appraisal department for city and town assessors and the County Equalization Agency. This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the general supervision of the appointing authority and is subject to general review by the Office of Real Property Tax Services. Supervision is exercised over the work of appraisal and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### **Services to County (Statutory)**

Provides pertinent data to county equalization agency;  
Coordinates a county-wide revaluation program;  
Prepares annual and special reports as required by the County Legislature and the Office of Real Property Tax Services.

#### **Services to Cities 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;  
Provides appraisal cards in forms and quantity prescribed by the Office of Real Property Tax Services;  
Cooperates and assists in Office of Real Property Tax Services in 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 AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern principles, practices and theory of real property valuation and assessment;  
Comprehensive knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property;  
Thorough knowledge of deeds and related property records and ability to understand their relation to valuation processes;  
Thorough 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; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** As pursuant to § 188-4.4, Minimum qualification standards for county directors (the State Board of Real Property Services requires that the State Board of Real Property Services must approve the application of a candidate prior to appointment; and that) (a) No person shall be eligible for appointment as county director unless it is determined, pursuant to § 188-4.5 that he or she meets minimum qualification standards. The minimum qualification standards for county directors are set forth in subdivision (c) for county director III:

1.
  - i. graduation from high school, or possession of an accredited high school equivalency diploma; and
  - ii. eight 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 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 years of the experience described in subparagraph (1) (ii) of this subdivision; or

3. graduation from an accredited four-year college and six years of the experience described in subparagraph (1) (ii) of this subdivision; or
4. an equivalent combination of the education and experience described in subparagraph (1) (ii) of this subdivision, subject to the following:
  - i. one year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience.
  - ii. 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.

Juris. Class: Non-Competitive/Policy Influencing

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 06/01, 5/13, 10/13