



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening
Director of Real Property Tax Services
Real Property Tax

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: Commensurate with experience

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service Office at 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed or emailed applications will be accepted.**

VACANCY: At the present time, there is one full time opening in the Schuyler County Real Property Tax office. **This is a Non-competitive position, therefore no Civil Service exam is required.**

RESIDENCY REQUIREMENT: No residency requirement.

JOB DESCRIPTION:

This is professional and administrative work involving responsibility for providing accurate, timely information, advice and services pertaining to real property taxation, real property appraisal, equalization, and assessment. Work is performed under the general direction of the County Legislature or appointing authority and is subject to general review by the State Board of Equalization and Assessment. Supervision is exercised over the work of assessment personnel as well as appraisal, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

STATUTORY

- Prepare tax maps, maintain them in current condition, and provide copies to assessors;
- Provide advisory appraisal to towns;
- Direct assessors and oversee procedures for the preparation and maintenance of assessment rolls, property record cards, appraisal cards and other records and documents relating to real property assessment and taxation;
- Provide appraisal cards in such form as shall be prescribed by the state board in quantity needed for use in the preparation of assessment records;
- Cooperate and assist in the training programs provided by the state board;
- Provide administrative support, cooperation and assistance to acting boards of assessment review;
- Provide the county equalization agency with information that may be useful in the operation of that agency;
- Conduct county-wide revaluation program;

Prepare and furnish an annual report to the legislative body of the county, a copy of which shall be sent to the state board which report shall contain at least such information required by the legislative body of the county and the state board and prepare such additional reports as may from time to time be required by the legislative body or the state board.

WHEN AUTHORIZED BY THE COUNTY LEGISLATURE

Assist in the disposition and sale of real property acquired by the county as a result of tax sale;
Perform the duties imposed upon the recording officer of the county in relation to reports of transfers of real property;
Supply towns with assessment rolls or other forms for use in connection with the preparation of assessment rolls or the collection of property taxes.

GENERAL

Oversee countywide assessment program including directing assessment personnel in all aspects of assessment and exemption administration.
Negotiate assessment contracts with municipalities, and provide regular reports to municipalities regarding the status of shared service arrangements.
Prepare and direct a countywide public information program to educate municipal officials and taxpayers regarding the need for equitable assessment practices.
Responsible for RPS computer file maintenance and processing;
Produce town and county tax bills, tax tolls, X-ref lists, and collector's lists by Dec. 25 or submit files to other vendor for processing;
Establish and maintain a comprehensive real property tax service program to assist in the development of equitable assessment practices;
Maintain a variety of records and statistical data for control and reporting purposes most of which are computerized;
Direct and train assessors, field staff and office staff;
Direct and advise assessors on unique valuation problems;
Prepare annual budget for real property tax services department;
Prepare apportionments, rate and warrants;
Perform corrections of errors as allowed by real property tax law;
Assist town, county, school, state officials and others in matters pertaining to real property taxation.

MINIMUM QUALIFICATIONS: (Must have quals or be eligible within 18 months to obtain)

- (1)
 - (i) Graduation from an accredited four year college and
 - (ii) Six 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 the work program; working knowledge of computers and/or RPS program system; or
- (2) Graduation from an accredited two-year college and seven years of experience described in subparagraph (1) (ii) of this subdivision; or

- (3) Graduation from high school or possession of an accredited high school equivalency diploma and eight 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 purposes be acceptable.

NOTE: The minimum qualifications for this position are mandated under Part 8188 of the Rules and Regulations of the State Board of Real Property Services.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: February 18, 2021