REAL PROPERTY TAX SERVICES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position will be a hybrid technical/clerical position involving the upkeep and preparation of the assessment/tax rolls utilizing the Real Property System (RPS) in accordance with Real Property Tax (RPT) Law. This position will work closely with senior staff members to help ensure accuracy within the RPS database and software as well as manage other administrative functions for the Real Property Tax Services division. Work is performed under general supervision. Supervision is exercised over the work of lower-level clerical employees, including performance counseling and appraisals and scheduling for coverage.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities which could reasonably be expected to be performed by an employee in this title.

1. Assists in preparation of assessment and tax rolls, including review of tax rates and tax rolls for clerical accuracy and administrative maintenance of the RPS database software;
2. Processes and prints total reports for calculation of tax rates in preparation of tax warrants for the County/Town tax bills;
3. Assists in the compilation and tracking of billing information for charge back invoices;
4. Maintains escrow accounts and bank codes for financial institutions and tax service organizations (TSOs) in compliance with RPT Law, acts as the liaison between the County and the TSOs for match maintenance of bank codes;
5. Assists in processing Corrections of Error applications and omitted/prorated taxes are entered, ensures all corrections are made in the RPS;
6. Compiles and runs reports in the RPS for the RPT division and other entities including the public, i.e. for municipalities to check for assessment anomalies in the RPS database;
7. Assists with gathering and disseminating required information for Board of Assessment Review (BAR), and records determination; schedules BAR training;
8. Enters completed real property transfers and 911 address information into RPS;
9. Answers inquiries from the public and local assessors regarding assessment rolls, tax maps and the real property tax services in general; including conducting research in tax books, assessment rolls, and tax maps;
10. Processes personnel and payroll transactions, prepares and monitors division budget, and work orders;
11. Trains and reviews data entry of lower level staff;
12. Acts as FOIL and records retention officer;
13. May act as the division notary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the Real Property System;
Knowledge of databases, in order to enter, store and retrieve data in a variety of formats;
Knowledge of computer systems utilized for the automated Real Property System:
Knowledge of real property assessment procedures;
Knowledge of supervisory practices including scheduling, organizing work flow, resolving problems and evaluating employee performance;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (cont'd)

Skill in operating office equipment to produce work accurately and efficiently;
Ability to communicate effectively, both orally and in writing;
Ability to work effectively with a wide variety of people;
Ability to understand and adapt to a rapidly changing electronic environment;
Ability to supervise the work of others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:	(A)	Associates degree in Math, Finance, Computer Science, Accounting or Business Administration;
OR:	(B)	Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time office work experience which included public contact and database management or computerized record keeping;
OR:	(C)	An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

The appointing authority may require employee to acquire licensing as a Notary Public.

ADOPTED: 02/09/2022
REVISED: 03/22/22