<u>**RPIS TECHNICIAN**</u>

<u>**DISTINGUISHING FEATURES OF THE CLASS:**</u>

This is a technical position in the Department of Real Property Tax which maintains the Dutchess County RPIS (Real Property Information System) assessment file. Maintenance involves performing batch maintenance to the assessment file, running standard and custom data reports; assisting the Office of Computer Information Services (OCIS) with running of roll and bill programs, and monitoring the performance of the RPS software. This position involves working closely with local assessors, vendors and NYS Office of Real Property Services RPS staff, other County employees and the general public. This position may involve field work at the local municipal assessment offices for data compilation and to provide information on the system. Work is performed under the direct supervision of a higher level employee. Supervision is not a function of the class.

<u>**TYPICAL WORK ACTIVITIES:**</u>

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. Maintains both administrative aspects of RPS assessment file and the routine batch file maintenance of assessment file;
2. Performs data downloads and uploads in the RPS assessment file;
3. Compiles and runs both standard and more custom reports for municipalities to check for anomalies in the RPS assessment file;
4. Compiles data for and assists in the maintenance of Real Property Tax department WebPages;
5. Assist staff in the Office of Computer Information Services (OCIS) in maintaining the RPS assessment file;
6. Assist OCIS staff in supporting departmental projects related to assessment, such as the running of roll and bill programs;
7. Serves as "help desk" resource person in the department and responds to inquiries from municipal assessment staff , the general public and officials concerning assessment file and confers with supervisor on more complex issues;
8. Attends regular training sessions to remain current on the assessment file;
9. Researches laws, rules and other documentation to inform and advise assessors, property owners and others about assessment related issues;
9. May train local assessment personnel in the practices and procedures of the Real Property Information System and in the latest methods of reporting appraisal and assessment data;
10. May assist localities in the areas of data collection and revision;
11. May work in the field at local municipal assessment offices for data review, instruction of staff, etc .

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Good knowledge of the Real Property Information System:
Good knowledge of data bases, in order to enter, store and retrieve data in a variety of formats;
Good knowledge of mainframe and microcomputer systems utilized for the automated Real Property
      Information System:
Good knowledge of real property appraisal and assessment, including mass appraisal;
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 read, understand and interpret changing laws, rules and regulations and apply them to existing
      departmental systems and procedures;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with an
Associate's degree which includes 24 credit hours in mathematics and/or computer operations or
programming and one year of work experience which involved maintaining the RPIS assessment file.

NOTES:
1,   Candidates with the equivalent of two years of college who do not possess an Associate's degree
      must still have the 24 credit hours in mathematics and/or computer operations or programming.
2.   **CANDIDATES MUST SUBMIT A COPY OF A TRANSCRIPT WITH THE
      APPLICATION.**

Promotion

Successful completion of a one-year traineeship as a RPIS Technician Trainee.

RP0216
ADOPTED: 01/01/09