



DUTCHESS COUNTY CLASS SPECIFICATION

ASSISTANT DIRECTOR OF REAL PROPERTY TAX SERVICES

DATE ADOPTED: 1/1/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This highly specialized position works under the Deputy Commissioner/Director of Real Property Tax Services and is responsible for assisting the Director in the formulation and administration of department policies and the preparation, implementation and administration of the Real Property Information System (RPIS) in Dutchess County. The incumbent executes managerial duties and/or oversight in areas such as Real Property Tax Administration, departmental organization, budgeting, and financial management, and personnel development. Work is performed under the general direction of the Deputy Commissioner/Director of Real Property Tax Services. Direct and general supervision is exercised over subordinate department employees. Travel to meetings and conferences may be required.

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 not listed which could reasonably be expected to be performed by an employee in this title.

1. Acts as chief advisor to the Deputy Commissioner/Director of Real Property Tax Services and assists in carrying out all operations of the department;
2. May assume duties of the Deputy Commissioner/Director of Real Property Tax Services in their absence;
3. Oversees and manages the NYS Real Property Information System (RPIS) software including troubleshooting, installations, updates and conversions;
4. Coordinates with municipalities and other County departments to support departmental projects related to assessment, including collaboration with the Office of Central and Information Services (OCIS) on the running of assessment/tax rolls and bills;
5. Serves as the primary liaison between the Dutchess County Department of Real Property Tax Services, local assessors and officials, OCIS, and the NYS Office of Real Property Tax Services;
6. Participates in the development of practices and procedures for implementing Assessment Administration and the use of RPIS, and assists in training county and local assessment personnel;
7. Researches Real Property Tax Law, pertinent Opinions of Counsel, any supportive court cases pertinent to Real Property Tax Administration, and other documents to inform and advise assessors, property owners and others about assessment related issues including Corrections of Errors;
8. Serves as a resource in the department and responds to inquiries from municipal assessment staff, the public, and officials concerning assessment files.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the Real Property Information System;
Good knowledge of real property tax laws and judicial/administrative determinations governing valuation of real property;
Good knowledge of the theory, principles and practices of real property valuation and assessment;
Good knowledge of all aspects of real property appraisal including mass appraisal;
Ability to conduct policy, organizational and operational evaluations and make recommendations on enhancements or alternative solutions;
Ability to plan, supervise and direct the work of others;



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Ability to establish and maintain effective working relationships with the public, assessors and municipal officials;

Ability to communicate effectively and clearly, both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree and four (4) years of full-time paid work 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 one (1) year of full-time paid administrative experience involving the responsibility for planning, organizing, and directing a work program;
- OR: (B) Associate's degree or 60 college credits and six (6) years of full-time paid work experience as described in (A) above;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of full-time paid work experience as described in (A) above;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) 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:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application and to maintain the position.
2. The Assistant Director of Real Property Tax Services must complete a basic course of training as prescribed by the State Board of Real Property Tax Services within three years of permanent appointment to the position pursuant to Section 8188-2.6 of the "Rules for Real Property Tax Administration."

COUNTY USE ONLY:

BARGAINING UNIT: NUB	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: ME	FLSA Code: OT Exempt
REVISION HISTORY	