

## **REAL PROPERTY INFORMATION SYSTEM SPECIALIST I**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position involving responsibility for coordinating the data aspects of the Real Property Information System in Dutchess County and assisting in the development and provision of training programs of local assessment personnel in all aspects of real property appraisal, including mass appraisal. This position involves a great deal of public contact with representatives from various County departments, local assessment personnel and State representatives. This position involves extensive field work. Supervision is received from the Deputy Commissioner/Director of Real Property Tax Services. Supervision is exercised over assigned support staff.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists the Finance department and OCIS staff in supporting departmental projects related to assessment, such as the preparation and running of assessment/tax rolls and bills;
2. Ensures that requirements and specifications for data processing phases of the Real Property Information System are current and that the reports generated are correct;
3. Participates and assists in the creation and training of local assessment personnel in the practices and procedures for implementing Assessment Administration, the use of the Real Property Information System, and in the latest methods of reporting appraisal and assessment data;
4. Researches Real Property Tax Law, pertinent Opinions of Counsel, supportive court cases, and other documents to inform and advise assessors, property owners and others about assessment issues;
5. Serves as the resource person for assessment files in the department and responds to inquiries from municipal assessment staff, the general public and officials related to assessment issues;
6. Attends monthly meetings with local assessors and county officials for the purposes of training and information dissemination;
7. Acts as back-up liaison between the Dutchess County Real Property Tax Service Unit, local assessors and officials, the Dutchess County Office of Central and Information Services and the NYS Division of Equalization and Assessment;
8. Reviews State, County and local programs and ensures they are integrated into the Real Property Information System;
9. Supervises clerical staff in the performance of day to day work and basic personnel issues including time off requests;
10. May assist local and County officials in data collection and the appraisal of real property.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the Real Property Information System; good knowledge of all aspects of real property appraisal, including mass appraisal; good knowledge of microcomputer systems utilized for the automated Real Property Information System; working knowledge of statistics; ability to appraise commercial, residential, industrial and farm properties using the various approaches to value supported by the Real Property Information System; ability to work on a centralized database; ability to communicate effectively, both orally and in writing; ability to train and supervise others; ability to assist in the

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

development of training materials; ability to work effectively with a wide variety of people; ability to understand and adapt to a rapidly changing electronic environment; 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 three (3) years of paid work experience in real property information system development, education or support which included the mass appraisal or general valuation of real property using an automated system;
- OR:            (B)     Associate's degree or completion of 60 college credits and five (5) years of paid work experience in real property information system development, education or support which included the mass appraisal or general valuation of real property using an automated system;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE:     Acceptable work experience includes the actual hands-on appraisal and valuation of real estate. It does not include inspection work experience, such as fire, zoning or building inspection or experience as a real estate salesperson. Real property information system support does not include clerical experience.

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 REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

RP0203

ADOPTED:    03/14/80

REVISED:    03/17/89

              07/01/91

              08/18/03

              06/01/21