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 providing technical assistance to municipal assessment staff to help ensure compliance with State Law and NYS Rules and Regulations in preparation of assessment rolls, and County, City, Town, Village, and School tax billing. Incumbent assists in the development and provision of training programs of local assessment personnel. This position involves a great deal of public contact with representatives from various County departments, local municipal personnel and State representatives. This position involves field work. Work is performed under the general supervision of a higher-level administrator. 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 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 Agency, local assessors and officials, the Dutchess County Office of Central and Information Services and the NYS Office of Real Property Tax Services;
8. Reviews State, County and local programs and ensures they are integrated into the Real Property Information System;
9. Supervises lower-level staff in the performance of day-to-day work and basic personnel issues including time off requests.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Good knowledge of the Real Property Information System; good knowledge of Real Property Assessment Administration; working 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 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 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 two (2) years of 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;

OR: (B) Associate's degree or completion of 60 college credits and four (4) years of 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;

OR: (C) An equivalent combination of training and experience as indicated in (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 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.

COUNTY USE ONLY:

BARGANING UNIT: CSEA	**JURISDICTIONAL CLASSIFICATION: Competitive**
GRADE: 16	**FLSA Code: OT Eligible (07)**
REVISION HISTORY: 3/17/89, 7/1/91, 8/18/03, 6/1/21, 9/24/26	