

RPIS TECHNICIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level traineeship position which performs daily update maintenance on the Dutchess County RPIS (Real Property Information System) assessment file. Appointees to this class are provided on-the-job and formalized training, when available, designed to provide essential knowledge and skills including: understanding of the Dutchess County Real Property System (RPS) assessment file, ability to run a variety of reports and extract and download data, support of the RPS assessment file by performing ongoing batch maintenance of the file and develop an understanding of Real Property Law in order to perform limited statistical analysis of Real Property data. 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. Upon the successful completion of the training program, the employee assumes the full performance position of RPIS Technician without further examination. Work is performed under the direct supervision of a higher level employee. Supervision is not a function of the class.

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 the maintenance of both administrative aspects of RPS assessment file and the routine batch file maintenance of assessment file;
2. Assists in performing data downloads and uploads in the RPS assessment file;
3. Assists in the compilation and running of both basic and more advanced reports from RPS assessment file;
4. Assist in compiling data for and assisting 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;
7. Assists in answering inquiries from municipal assessment staff, the general public and officials concerning assessment file;
8. Attends training sessions and studies technical manuals to learn assessment administration, rules and regulations dealing with the administrative aspects of Real Property Tax Law and the software used for the DS RPS assessment file.
9. Assists supervisory staff in the training of 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.

RPIS TECHNICIAN TRAINEE (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of the Real Property Information System:

Knowledge of data bases, in order to enter, store and retrieve data in a variety of formats;

Knowledge of mainframe and microcomputer systems utilized for the automated Real Property Information System:

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;

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.

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.**

RP0215

ADOPTED: 01/01/09