

**DEPUTY COMMISSIONER OF FINANCE/DIRECTOR OF REAL PROPERTY TAX  
SERVICES III**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is professional and administrative work in directing a County Advisory Tax Service and Appraisal Department for City and Town Assessors and the County Real Property Tax Service Division. The work involves responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under general direction of the County Legislature or County Executive and is subject to general review by the State Board of Real Property Tax Services. This position is located in the Finance Department. In addition to Real Property duties this person serves as a Deputy Commissioner of Finance. Supervision is exercised over the work of appraisal, technical and clerical staff.

**TYPICAL WORK ACTIVITIES:**

Services to County (Statutory)

1. Provides pertinent data to County Real Property Tax Service Division;
2. Coordinates a county-wide re-evaluation program;
3. Prepares annual and special reports as required by the County Legislature and the State Board of Real Property Tax Services.
4. Apportions the County tax levy among the towns and cities and calculates the specific County tax rate for each;
5. Calculates tax rates for all towns and town special districts;
6. Serves as a member of various committees and boards such as the Agricultural and Farmland Protection Board.

Services to Cities and Towns (Statutory)

1. Prepares tax maps, keeps them current, and provides copies to Assessors;
2. On request of appropriate authority, provides advisory appraisals on moderately complex taxable properties;
3. Advises Assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;
4. Provides appraisal cards in forms and quantity prescribed by the State Board of Real Property Tax Services;
5. Cooperates and assists in State Board of Real Property Tax Services training programs.
6. Provides mandatory training or supervises staff providing such training for local Board of Assessment Review members;
7. Provides mandatory orientation or supervises staff providing such training for newly appointed assessors.

When Authorized by County Legislature

1. May assist in the sale of real property acquired by tax sale;
2. Performs recording officer duties in relation to reports of transfers of real property.

General

1. Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;
2. Maintains a variety of records and statistical data for control and reporting purposes;

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**SERVICES III** (Cont'd)

3. Directs and trains the field and office property appraisal staff;
4. Assists Assessors on unique valuation problems;
5. Works with the Department of OCIS to provide administrative oversight for the county-wide assessment software system;
6. May challenge assessments on parcels where the County is liable for property tax;
7. Achieves and maintains minimum education and continuing education standards as established by the State Board of Real Property Tax Services;
8. Investigates claims of errors and makes recommendations to Legislature and to school boards with regard to refunds or credits of taxes under Real Property Tax Law Article 5 Title III "Administrative Corrections of Errors".

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

Comprehensive knowledge of modern principles, practices and theory of real property valuation and assessment; comprehensive knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; thorough knowledge of deeds and related property records and ability to understand their relation to valuation processes; thorough knowledge of office and staff management; ability to establish and maintain effective relationships with the public, Assessors and County officials; ability to plan, organize and supervise the work of others; ability to effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** (Established by New York State Office of Real Property Tax Services)

- (1)
  - (i) Graduation from high school or possession of an accredited high school equivalency diploma, **and**
  - (ii) eight years of satisfactory full-time paid 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 three years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; or
- (2) Graduation from an accredited two-year college and seven years of the experience described in subparagraph (1)(ii) of this subdivision, including the three years of administrative experience; or
- (3) Graduation from an accredited four-year college and six years of the experience described in subparagraph (1)(ii) of this subdivision, including the three years of administrative experience; or
- (4) An equivalent combination of the education and experience described in subparagraph (1)(ii) of this subdivision, subject to the following:

NOTE: One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience.

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ADOPTED: 03/71 (Director of Real Property Tax Services II)

REVISED: 09/02/83

03/21/86 11/16/92 (Director of Real Property Tax Services III)

02/14/14