

SUPERVISOR OF TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is important supervisory work involving supervision of the office clerical staff and the providing of accurate information and advice concerning tax services, tax rates and the development of rates to the office staff and the general public. Work is performed under the general supervision of the Director of Real Property Tax Services III. Supervision is exercised over the work of subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Computes County equalization rates;
2. Computes tax rates, levies and rates per 1000 (as they apply) for Towns, Villages, Special and Fire Districts, County and General Funds;
3. Supervises staff in department;
4. Assists the Director in the development of departmental policies and procedures;
5. Checks assessors' changes to assessment roles;
6. Assists and works with assessors;
7. Assists in maintenance of property record cards by updating and replacing the cards;
8. Makes copies of maps, using photographic equipment in office;
9. Maintains and up-dates tax maps, assists in locating properties on tax maps;
10. Assists in training of assessors, appraisers and Boards of Review;
11. May assist Town Assessors in filing state forms;
12. May advise the technical staff on areas outside of this technical specialty;
13. May act for the Director in his/her absence;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Real Property Tax Law; good knowledge of tax rates and the development of tax rates; working knowledge of town government and assessor's job; ability to read tax maps; ability to establish and maintain effective relationships with the public; ability to keep basic records; ability to publicly explain appraisal procedures; integrity; tact; courtesy; good judgment; good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time work experience in local government working with taxes, and/or evaluation and/or assessment.

NOTE: College education may be substituted on a year to year basis (30 credits equal to one (1) year) for the above work experience, for up to a maximum of two (2) years.

RP0205

REVISED: 10/19/88