

RPIS SPECIALIST TRAINEE

DISTINGUISHING FEATURES OF THE CLASS:

This is a two-year traineeship designed to instruct incumbents about all data aspects of the Real Property Information System in Dutchess County which will involve learning and assisting in the development and provision of training programs of local assessment personnel in all aspects of real property tax assessment administration. Training consists of both structured classroom work and on-the-job training assignments. The training program may include classes provided by the NYSORPTS, NYS Assessors Association, and other institutions or vendors. Work assignments during the training period will be similar to those performed by Real Property Information Systems Specialist I to interact with Tax Map Technicians, GIS Coordinator, Program Assistants, and Title Searchers. Direct supervision is constantly available, however, successful candidates will be expected to perform under continually decreasing amounts of supervision. Supervision over the work of others is not a normal responsibility of this position however, the incumbent may at times be required to lead and direct lower level employees. Travel will be a definite responsibility both in the Trainee position and the full professional position. Candidates who successfully complete the trainee period will be automatically be appointed to Real Property Information System Specialist I without further examination.

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 be reasonably expected to be performed by an employee in this title.

1. Attends classroom training sessions, listens attentively and takes notes;
2. Reads and reviews various written materials distributed during class or assigned by instructors as homework, etc.;
3. Reads and studies Real Property Tax Law, pertinent Opinions of Counsel, any supportive court cases pertinent to Real Property Tax Administration, and other documents as assigned by instructors or supervisors;
4. Completes various assignments including reading/study assignments, research assignments and/or reports dealing with any aspects of Real Property Tax Administration;
5. Participates and ensures that requirements and specifications for data processing phases of the Real Property Information System are current and that the reports generated are correct;
6. Participates and assists in the creation of the practices and procedures for implementing Assessment Administration and the use of the Real Property System, and the training of local assessment personnel in them, and in the latest methods of reporting appraisal and assessment data;
7. May act as a back-up liaison between the Real Property Tax Service Division, local assessors and officials, the Department of Computer Information Systems and the NYS Office of Real Property Tax Services;
8. Participates and reviews state, county and local programs and ensures they are integrated into the Real Property Information System;
9. May at times be required to lead and direct lower level employees in areas that involve Real Property Information Systems.

RPIS SPECIALIST TRAINEE (Cont'd)

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 techniques;
Good knowledge of a computer system utilized for the automated Real Property Information System;
Working knowledge of Statistics
Working knowledge of Real Property Assessment Administration;
Ability to communicate effectively, both orally and in writing;
Ability to train 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;
Ability to use a variety of software packages including word processing, spreadsheets, and database management;
Ability to deal effectively with different people both within and outside government;
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 a Bachelor's degree which includes 24 credit hours in mathematics and /or computer operations or programming and two (2) years of work experience which involved tax assessment or real property appraisal.

NOTES:

Candidates must submit a copy of a transcript with the application.

RP0215

ADOPTED: 2/22/13

REVISED: 3/11/14