DUTCHESS COUNTY CLASS SPECIFICATION	**Real Property Information System Specialist Trainee**	
DATE ADOPTED: 2/22/2013	LAST REVISION: 9/24/2026	Page 1 of 2

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 NYS Office of Real Property Tax Services, 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 to interact with department staff, as well as other County, municipal and state staff. Direct supervision is constantly available; however, successful candidates will be expected to perform under continually decreasing amounts of supervision. Travel will be a definite responsibility both in the Trainee position and the full professional position. Candidates who successfully complete the trainee period will automatically be appointed to Real Property Information System Specialist without further examination.

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 not listed which could reasonably be 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 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 Information System, and the training of local assessment personnel in them, and in the latest methods of reporting appraisal and assessment data;
7. Participates in and reviews state, county and local programs and ensures they are integrated into the Real Property Information System;
8. May at times lead and direct lower-level staff in the performance of day-to-day work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Good knowledge of the Real Property Information System;
Working 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;
Good 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:

EITHER: (A) Bachelor's degree including 24 credit hours in finance, mathematics and /or computer operations or programming or related field and one (1) year of work experience in computerized real property assessment administration, tax collection or data analysis;

OR: (B) Associate's degree in Computer Science, Computer Information Systems, Data Science, or related field and three (3) years of work experience as described in (A) above;

NOTE:

1. Candidates must submit a copy of a transcript with the application.
2. 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: 14	**FLSA Code: OT Eligible (07)**
REVISION HISTORY: 3/11/14, 4/11/26, 9/24/26	