

Jurisdictional Class: Competitive
Adopted: December 8, 1978
Revised: July 9, 2010

REAL PROPERTY SYSTEM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Director of Real Property Tax Services in coordinating the implementation of all updates and the maintenance of a computerized Real Property System. This system involves the integration and coordination of tax mapping, data collection, real estate market monitoring, real property valuation, tax levying, and collection in order to provide uniformity and equity in the county's real property tax structure. Although a person coming to this position is not necessarily required to have a data processing background, the work is performed in a computer environment and familiarity with computer terminology and output will have to be developed. Computer programming, operation, and systems analysis are not a part of this position. The training of local assessing and other personnel in maintaining the system is an important part of the job. The work is performed under general supervision of the Director of Real Property Tax Services with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over subordinate level positions in the County Real Property Tax Service Office. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the maintenance of information in a computer based system and implementation of all updates to the system;

Supervises the preparation and maintenance of property inventory files and assessment rolls;

Assists in training or arranges for training of local assessors and county personnel in the real property system;

Assists in the preparation of periodic and special reports to the County Legislature relative to the status of the system;

Processes, coordinates, and supervises system installations for Real Property System;

Prepares assessment rolls, tax rolls, assessor annual reports, cross references, and any other reports required by assessment community;

Assists Director in the analysis of valuation reports and development of computer valuation models;

Supervises staff on the data input to the Real Property System, answers all technical questions, and researches and solves all system problem inquiries;

Assists the director in the administration of state mandated training programs by assisting in the development of curriculum examinations and training materials, coordinates training programs for local officials, assessors, and staff;

Responds to FOIL requests which require database inventory;

Performs assessment duties for specific municipalities, if needed.

Real Property System Coordinator

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, practices, and theory of real property valuation and assessment;
Good knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property;

Good knowledge of deeds and related property records and ability to understand their relation to valuation processes;

Ability to work with data processing output and personnel;

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 computerized assessment methods, tax maps, and other valuation tools;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Two (2) years of experience involving the coordination of or performance of major portions of a computerized real property system; or

(b) Three (3) years of professional or technical experience in a county real property tax office or a local assessor's office in New York State; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.