



ASSISTANT DIRECTOR OF REAL PROPERTY TAX SERVICES

Real Property Tax Services Office
Orange County Government

Resumes are being accepted for the vacancy of Assistant Director of Real Property Tax Services. The nature of this appointment is provisional pending outcome of a Civil Service Exam. Examination to be announced at a later date.

The Assistant Director is responsible for assisting the Director of Real Property Tax Services in establishing and maintaining comprehensive real property tax service programs. The position also involves responsibility for the management of County-owned properties including coordination of activities related to their acquisition, use, development and sale. This professional and administrative position is responsible for assisting in providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the general direction of the Director of Real Property in accordance with policies and procedures established in accordance with NYS Real Property Tax Law. Supervision is exercised over department staff in the Director's absence.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's degree or higher and three (3) years of experience as a municipal Assessor or appraising real property, one (1) year of which must have been in a supervisory capacity; OR
- (B) Associate's degree or completion of sixty (60) credits and five (5) years of experience as outlined in (A) above, one (1) year of which shall have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as outlined in (A) above, one (1) year of which shall have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

NOTES:

- 1) A NYS Assessor Certification or valid NYS Real Estate Appraisal certification/license may be substituted for two (2) years of the required work experience.
- 2) Your degree or credits 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. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

2023 SALARY RANGE: \$62,457.65 - \$102,373.73 depending on experience. Competitive benefits package includes comprehensive health, dental and vision insurance, long term disability insurance, and NYS Retirement.

FINAL CANDIDATE MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.
COSTS RELATED TO SUCH INVESTIGATION
SHALL BE BORNE BY THE APPLICANT

SEND RESUME AND APPLICATION TO:

Director of Real Property
255 Main Street
Goshen, NY 10924

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources.

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