

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** ASSISTANT DIRECTOR OF REAL PROPERTY TAX SERVICES      **GRADE:** 23

**TITLE ABBREVIATION:** ASST DIR, REAL PROP      **TITLE NO:** 6077

**JURIS.CL:** C      **SALARY CODE:** 03      **EEO CODE:** OA      **FLSA CODE:** AD

**DEPARTMENT:** FINANCE      **DIVISION:** REAL PROPERTY TAX SERVICE AGENCY

**NATURE OF THE WORK:** 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.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-class position allocated to the Competitive Class of the classified service. This is a professional and administrative position responsible for assisting the Director of Real Property Tax Services 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.

**TYPICAL DUTIES AND TASKS:**

Assists the Director in the preparation and maintenance of tax maps utilizing Tax Map and Real Property systems;

Provides appraisal reports to various county agencies and departments, and municipalities as required by the Director;

Assists in the review of town and district budgets, and the calculation of tax for county, town and special district taxes;

Assists in the preparation and maintenance of assessment rolls, revaluations, and reports as required by Real Property Tax Law;

Assists with the oversight of all County leases, renewals, and leased spaces, including evaluation of the tenant and preparation and execution of the lease;

Assists with establishing and maintaining a comprehensive accounting and tracking system for enforcement of rent, tax, and lease collections;

Assists Director and provides support to County assessors, assistant assessors, and data collectors;

Coordinates RPTL 1537 agreements with local municipalities; oversees staff and operation of assessing unit; provides training; preparation of assessment rolls and small claims cases;

Assists Director with assessment administration improvement programs, and special projects such as alienation;

Verifies and authorizes payment of all taxes billed on subject county properties;

Coordinates and conducts physical maintenance, security policies and repairs on County-owned properties with appropriate County authorities and vendors, which at many times will be on an "on call" basis;

Performs annual inspections and coordinates all rehabilitation projects from initial inspection through final inspection including the assisting in the preparation and awarding of bids, preparation of contracts, monitoring of contractor's job performance and authorization of payment under terms of contract;

Evaluates and compares assessed valuations, presents grievance on County-owned properties;

Maintains a current comprehensive inventory of all County-owned real property;

Assists with the analysis and collection of the County's portion of all payments made in lieu of taxes (PILOTS);

Assists the Director and the Commissioner of Finance in all deed sales, including evaluations and pricing;

Assists the Director in making recommendations as to properties to be deemed surplus and recommends selling price to the appropriate agency or Legislative committee;

Assists in hiring, supervision, and training of personnel;

Assists in the preparation of all records and reports as required by the County Legislature and State Office of Taxation and Finance.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the theory, principles and practices of real property valuation and assessment; good knowledge of laws, ordinances, zoning regulations and procedures governing real property acquisition, use and sale; good knowledge of deeds and related property records; working knowledge of geographic information systems and digitized mapping equipment; working knowledge of the elementary principles of accounting and bookkeeping; skill in record keeping; ability to establish and maintain effective working relationships with the public, municipal officials and members of the County Legislature; ability to plan and supervise the work of others; ability to complete minor repairs and preventative maintenance, and secure county-owned properties when necessary; familiarity with basic hand and power tools; integrity; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's degree or higher and three (3) years of experience as a municipal Assessor or appraising real property; OR
- (B) Associate's degree or completion of sixty (60) credits and five (5) years of experience as outlined in (A) above; 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; 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.

REVISED: 1/17/24