

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

**TITLE:** DIRECTOR OF REAL PROPERTY TAX SERVICES **GRADE:** 25

**TITLE ABBREVIATION:** DIR RL PROP TAX SERV **TITLE NO.:** 6855

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

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

**NATURE OF WORK:** The Director is responsible for providing assessment and taxation related services to local taxing units, the County Legislature, the County Executive and County residents on a timely and efficient basis and for assuring the delivery of statutory and non-statutory services as required.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class allocated to the Non-Competitive Class in accordance with Real Property Tax Law, Section 1530 (2). As stipulated in Section 5.05 of Article V of the Charter, the Director of Real Property Tax Services shall have a six-year term of office commencing on October first, nineteen hundred seventy-one, and on October first of each sixth year thereafter. The incumbent is appointed by the County Executive and subject to confirmation by the County Legislature.

This is a professional and administrative position involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the general supervision of the Commissioner of Finance in accordance with established policies and is subject to the general review of the New York State Department of Taxation and Finance - Office of Real Property Tax Administration. Supervision is exercised over the work of support staff in the department.

**TYPICAL DUTIES AND TASKS:**

Establishes and maintains a comprehensive real property tax services program to develop equitable assessment practices;

Prepares and maintains tax maps in current condition;

Provides advisory appraisals to cities and towns;

Supervises and participates in the appraisal of moderate and complex real property;

Reviews Town budgets and the calculation of tax rates for County, Town and Special District taxes;

Prepares annual and special reports as required by the County Legislature and the New York State Office of Real Property Services;

Advises assessors on the preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;

Administers all matters relating to the leasing of county-owned and/or county-managed property, including, but not limited to, the negotiation of leases; the enforcement of the terms thereof in cooperation with the Orange County Attorney; the establishment and collection of rents, security and utility and other deposits; and all other related matters;

Provides administrative support, cooperation and assistance to acting boards of assessment review constituted pursuant to section five hundred twenty-seven of Chapter 1532 of Article 15-A of the Real Property Tax Law;

Exercises direct supervision over the work of professional, technical and clerical staff assigned to Real Property Tax Services;

Inspects and values all tax delinquent property and publishes booklet of such properties to promote annual Deed Sale;

Administers, with the Commissioner of Finance, the annual deed sale of tax delinquent property and responds to unusual circumstances regarding deed sale properties, such as legal/liability issues;

Answers public inquiries on assessment and property tax questions;

Serves on the Agricultural Farm Land Protection Board, as required by New York State Law.

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

Comprehensive knowledge of modern principles, practices and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property for taxation purposes; thorough knowledge of laws, ordinances, zoning regulations and procedures governing real property acquisition, use and sale; thorough knowledge of deeds and related property records and ability to understand their relation to valuation processes; good knowledge of office and staff management; good knowledge of residential and commercial building construction methods, materials and costs; ability to establish and maintain effective relationships with the public, assessors and county officials; ability to communicate effectively both orally and in writing; ability to plan, organize and supervise the work of others; ability to effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of an accredited high school equivalency diploma and eight (8) years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As part of the foregoing work experience, or in connection with any other work experience, candidates must have had at least three years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
- (B) Graduation from a regionally accredited two year college or university or one accredited by the New York State Board of Regents to grant degrees and seven (7) years experience as outlined in (A) above; OR
- (C) Graduation from a regionally accredited four year college **or** university or one accredited by the New York State Board of Regents to grant degrees and six (6) years experience as outlined in (A) above.
- (D) An equivalent combination of the education and experience described in (A) above, subject to the following:
  - (I) One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience; AND
  - (II) In no case shall less than four years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property tax proposes be acceptable.

NOTE: In Accordance with Part 8188 of the Rules and Regulations of the New York State Office of Real Property Tax Services, the New York State Office of Real Property Tax Services must approve the application of a candidate appointed Director of Real Property Tax Services prior to appointment. No person may be appointed Director of Real Property Tax Services until the New York State Office of Real Property Tax Services has determined they are qualified. A copy of the New York State Office of Real Property Tax Services qualification determination letter must be received prior to the appointment taking effect.

**SPECIAL REQUIREMENT:** Possess and maintain a valid driver's license.

**SAL GR CHANGE:** 10/12/19