

ORANGE COUNTY CLASS SPECIFICATION

TITLE: REAL PROPERTY INFORMATION SPECIALIST **GRADE:** 15

TITLE ABBREVIATION: REL PROP INFO SPEC **TITLE NO.:** 6456

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: FINANCE **DIVISION:** TAX SERVICES

SUPERVISOR'S TITLE: DIRECTOR OF REAL PROPERTY TAX SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for coordinating the database management of the Real Property Information System in Orange County and assisting in the development and provision of training programs for local assessment personnel in all aspects of Real Property Administration. The incumbent works with various county departments, local assessment personnel and state representatives. The work is performed under the general supervision of the Director of Real Property Tax Services, with wide latitude for independent judgment. Direct training and guidance is exercised over all assessors, technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts as focal point for current on-line system to update County server environment;
2. Ensures on-line system meets requirements and specifications for Real Property System (RPS) and generated reports are timely and accurate;
3. Assists in training local assessment personnel in the practices and procedures of RPS and in the latest methods of reporting assessment data through the on-line system;
4. Assists in the development and updating of training manuals and computer based assessment aids relating to the RPS;
5. Reviews, corrects, maintains and notifies assessors on bi-weekly assessment data and reports;
6. Attends meetings with local assessors, County Information Technology and state officials for the purpose of training and information dissemination;
7. Acts as liaison between department, local assessment officials, Department of Information Technology and New York State Department of Taxation and Finance, Office of Real Property Services, local municipalities and school districts on budget preparation, assessment/tax rolls, balancing of tax levy and tax bills;

8. Reviews State, County and local programs and ensures they are integrated into the Real Property Information System;
9. May assist localities with interpretation of data for required state reports;
10. Coordinates budgets, tax collection and BAS tax collection system information for schools and municipalities;
11. Balances tax rolls and budgets and release for printing;
12. Handles special reports from state, local municipalities and assessors.

FULL PERFORMANCES KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge database management systems; thorough knowledge of knowledge of database software and hardware capabilities and applications; good knowledge of systems analysis; ability to comprehend and analyze data processing problems; good knowledge of the principles and practices of real property appraisal; ability to understand and interpret moderately complex tabulating materials; ability to prepare oral and written reports; ability to maintain skill level as technology changes; sound judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Science, Management Information Systems, Computer Information Systems or a related field and one (1) year experience in the installation and support of computer hardware and software in a networked environment; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a an Associate's degree in Computer Science, Computer Information Systems or a related field and three (3) years experience as defined above in (A); OR
- (C) Graduation from a high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above.