

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** REAL PROPERTY INFORMATION TECHNICIAN **GRADE:** 12

**TITLE ABBREVIATION:** REAL PROP INFO TECH **TITLE NO.:** 6699

**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 work involves responsibility for providing technical assistance in the use of the New York State Real Property Assessing System to municipal Assessors and Assessor's Clerks and to staff within the Division of Real Property Tax Services. The incumbent provides training in the capabilities and use of all components of the computerized system including online maps and electronic transfer of deeds and, in conjunction with the Department of General Services, assists with the development and maintenance of the department web page. Work is performed under the general supervision of the Director with leeway allowed for the use of independent judgment in the performance of the technical aspects of the job. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Provides hands-on training to local assessment personnel in Real Property Service Assessment Data System and the methods of reporting assessment data and tax collection through the on-line systems, including, but not limited to, RPS, BAS, GIS and Pictometry;

Acts as a resource to local assessment, municipal and school personnel in regard to day to day problems and questions involving the NYS Property Assessing System, the BAS Tax Collection System, the Juniper System and related IT issues;

Trains local assessment personnel in the use of GIS/Pictometry online and electronic deed transfer;

Assists local Assessors with valuation and data preparation for State required reports;

Assists Real Property and Tax Map staff in the utilization of the computer system to expand on-line capabilities of the department and GIS services;

Assists in the development of data and GIS reports and requests to be shared as needed with other County departments and agencies;

Assists Tax map and Office of Real Property staff in resolving computer problems and related issues;

Assists the Director in the implementation of programs for the distribution of tax map and GIS information for public information on the Internet;

Under the direction of General Services, updates and maintains departmental website;

Assists the Director in providing services to the assessment community, general public and other County departments;

Assists the Real Property Information Specialist as needed in providing services to local taxing districts.

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

Good knowledge of the functions and capabilities of computer systems including peripheral equipment; good knowledge of the methods used in providing technical instruction to users; working knowledge of real property valuation and assessment; working knowledge of geographic information systems; ability to design and maintain internet Web pages; ability to successfully train users of varying levels of ability in computer applications; ability to communicate technical advice to users; ability to communicate both orally and in writing; organizational skills; courtesy; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree, or higher, in Computer Science, Management Information Systems, Computer Information Systems or a related field; OR
- (B) Associate's Degree in Computer Science or Computer Information Systems or related field and two (2) years of experience in the support of computer hardware or software in a networked environment; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above.

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

**Note:** Your degree 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 was 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.