

ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** REAL PROPERTY TAX ASSISTANT **GRADE:** 14

**TITLE ABBREVIATION:** REL PROP TAX ASST **TITLE NO.:** 6587

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

**DEPARTMENT:** FINANCE **DIVISION:** TAX SERVICES

**SUPERVISOR'S TITLE:** DIRECTOR OF REAL PROPERTY TAX SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of executive administrative tasks and assistance with assessment administration for the Real Property Tax Service Agency. Duties are carried out in accordance with established policies, procedures and New York State Real Property Tax Laws. Work is performed under the general direction of the Director of Real Property, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Duties include exposure to confidential material and a high level of internal and external contacts. Supervision is exercised over clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists the Director in establishing and maintaining a comprehensive real property tax service program;

Develops, analyzes and monitors budgets for the division and agency programs; advises department head as to spending patterns and cost projections;

Serves in a coordinative and liaison capacity in administrative matters including Real Property Inter-Municipal Agreements, projects, leases, etc.;

Handles administrative functions which include processing personnel and payroll transactions, preparing and monitoring division budget, grants, contracts, and other fiscal matters;

Provides information to town assessors on proper methods and procedures for maintaining assessment rolls as well as providing pertinent data to county equalization agency;

Participates in the preparation and extension of the County tax apportionment and the County and Town tax rates for levy from the annual budgets;

Reviews, coordinates and enters tax information in the Tax Levy system;

Calculates and processes correction of errors to tax bills;

Reviews and coordinates PILOT agreements, issues annual invoices and assures that all monies are collected in accordance with the agreements;

Prepares annual and special reports, RFP's, contracts, and bids as required by the Director, County Attorney, County Legislature and/or State Board of Real Property Services;

Maintains accurate and current financial and statistical records on all departmental program budgets;

Compiles a variety of confidential data from office records and outside sources into reports and responds to inquiries;

Supervises and assigns routine work to clerical staff;

Distributes incoming mail to appropriate staff member;

Maintains correspondence and department files **and** furnishes routine information either in person or by telephone;

Arranges appointments and meetings for Director;

Attends training meetings, workshops and seminars as required;

Operates various computerized systems/programs and applications such as spreadsheets, word-processing, calendar, email or other department related database in performing work assignments and may offer technical assistance to users of such systems/programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office practices, procedures and equipment; thorough knowledge of the functions, procedures, organization and governing regulations of the department; good knowledge of English and business math; good knowledge of the elementary principles and practices of accounting and bookkeeping; keyboard proficiency; ability to plan and supervise the work of others; ability to formulate and initiate administrative plans and procedures and to direct their application; ability to deal with high level staff members; ability to compose detailed reports; ability to communicate clearly, both orally and in writing; ingenuity and resourcefulness in handling routine administrative problems; tact and courtesy; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of office clerical or secretarial experience including the use of word processing and spreadsheet software, one (1) year of which involved overseeing and/or directing the work of others; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined above, one (1) year of which involved overseeing and/or directing the work of others; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

REVISED 11/18/24