

## **DIRECTOR OF REAL PROPERTY TAX SERVICES III**

One (1) Full-Time position @ 40 hrs./week

The Chautauqua County Department of Finance is recruiting for the position of Director of Real Property Tax Services III at our Mayville, NY office. This position entails professional and administrative work in directing a County Advisory Tax Service and Appraisal Department for City and Town Assessors and the County Equalization Agency. An incumbent has the responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under general direction of the County Executive or appointing authority and is subject to the general review by the State Board of Equalization and Assessment. Appointments are for a six year term per Section 1530 of New York State Real Property Tax Law. Supervision is exercised over the work of appraisal, technical and clerical staff. Does related work as required.

This position will be filled permanently from approved applicants.

A description of the duties and minimum qualifications are listed below.

***PLEASE NOTE: Due to COVID-19 concerns and the safety of our staff and community, interested Candidates must complete and mail in the Chautauqua County Application for Examination/Employment (available on our website: [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us) click on "Employment").***

Completed applications must be mailed to:

Chautauqua County Department of Human Resources  
Gerace Office Building, Room 144  
3 North Erie Street  
Mayville, NY 14757

Equal Opportunity Employer

### **DIRECTOR OF REAL PROPERTY TAX SERVICES III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work in directing a County Advisory Tax Service and Appraisal Department for City and Town Assessors and the County Equalization Agency. The work involves responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under general direction of the County Executive or appointing authority and is subject to the general review by the State Board of Equalization and Assessment. Appointments are for a six year term per Section 1530 of new York State Real Property Tax Law. Supervision is exercised over the work of appraisal, technical and clerical staff. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

##### **Services to County (Statutory)**

Provides pertinent data to County Equalization Agency;  
Coordinates a county-wide revaluation program;

Prepares annual and special reports as required by the County Legislature and the State Board of Equalization and Assessment.

Services to City and Towns (Statutory)

Prepares tax maps and keeps them current and provides copies to Assessors;  
On request of appropriate authority, provides advisory appraisals on moderately complex taxable properties;  
Advises Assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;  
Provides appraisal cards in forms and quantity prescribed by the State Board of Equalization and Assessment;  
Cooperates and assists in State Board of Equalization and Assessment training programs.

When Authorized by County Legislature

May assist in the sale of real property acquired by tax sale;  
Performs recording officer duties in relation to reports of transfers of real property.

General

Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;  
Maintains a variety of records and statistical data for control and reporting purposes;  
Directs and trains the field and office property appraisal staff;  
Assists Assessors on unique valuation problems.

**FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of modern principles, practices and theory of real property valuation and assessment; comprehensive knowledge of real property tax laws and judicial and administrative determination governing valuation of real property; thorough knowledge of deeds and related property records and ability to understand their relation to valuation processes; thorough knowledge of office and staff management; ability to establish and maintain effective relationships with the public, Assessors and County officials; 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:** Graduation from high school, or possession of an accredited high school equivalency diploma; and either:

- A. Eight 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 an accredited two-year college and seven years of the experience described in A. above; or
- C. Graduation from an accredited four-year college and six years of the experience described in A. above; or
- D. An equivalent combination of the education and experience described in A. above, subject to the following:
  1. 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
  2. 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 purposes be acceptable.

Notes:

1. Minimum qualifications are set per 20 NYCRR, Section 8188-4.3
2. Per Section 1530 of New York State Real Property Tax Law, appointments are to be made by the County Executive for six year terms beginning on 10/1/1971 and on October 1<sup>st</sup> of each sixth year thereafter.
3. A qualification review and approval for a candidate must be sought from the New York State Department of Taxation and Finance, Office of Real Property Tax Services, Educational Services Section prior to an official appointment.