



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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REAL PROPERTY SYSTEMS COORDINATOR/ASSISTANT DIRECTOR

Permanent Full-Time @ 40 Hours/Week
Salary Range: \$27.09 - \$34.64/Hour w/Benefits

Chautauqua County's Department of Finance is actively seeking qualified applicants to fill a Real Property Systems Coordinator/Assistant Director position located at the Mayville, NY office. This position is Full-time at 40 hours per week. As a Real Property Systems Coordinator/Assistant Director, an incumbent will perform administrative work involving responsibility for the operation and data maintenance of the County-wide real property data systems. Provides support to the Director of Real Property Tax Services III on tax collection and related administrative matters. Work is performed under the general supervision of the Director in accordance with policies established by the county legislature and the State Board of Equalization and Assessment. Supervision of work assignments is exercised over customer service and operations staff of the Real Property Tax Division. Does related work as required.

Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail or drop off completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

REAL PROPERTY SYSTEMS COORDINATOR/ASSISTANT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position performs administrative work involving responsibility for the operation and data maintenance of the County-wide real property data systems. Provides support to the Director of Real Property Tax Services III on tax collection and related administrative matters. Work is performed under the general supervision of the Director in accordance with policies established by the county legislature and the State Board of Equalization and Assessment. Supervision of work assignments is exercised over customer service and operations staff of the Real Property Tax Division. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises and coordinates all activities related to the preparation and distribution of assessment rolls, tax rolls, tax bills, warrants and statements of taxes for towns, villages, cities and school districts within the county;
- Coordinates the collection ,review, balancing and input of all town and county tax levy items including town budgets, special district budgets, unpaid water and sewer accounts, unpaid school and village taxes, and omitted taxes;
- Calculates mortgage tax using real property tax apportionment methods;
- Reviews application for corrections to assessment/tax rolls as well as requests for apportioned tax bills on split parcels and causes records to be updated as needed;
- Calculates adjustments to tax bills and distributes information to appropriate tax levying bodies;
- Receives and enters assessment information in the real property system database for special franchise parcels, state owned lands, gas well production information, board of assessment review changes, Small Claims Assessment Review and Article 7 Assessment challenge decisions;
- Performs system/database administration duties, for the State Real Property Tax System and other related data processing programs;
- Trains end users and troubleshoots system processes;
- Assists in maintaining a variety of records and statistical data for control and reporting purposes;
- Answers phone calls and question from the general public about specific property tax and assessment records;
- Advises assessors on preparation and maintenance of assessment rolls, property record cards, exemption applications and other records necessary for administering the real property assessment process;
- Assists and advises assessors with Real Property Tax Law, exemptions and valuations;
- Reviews property changes submitted by towns and municipalities to insure accuracy and compliance with County and NYS Equalization and Assessment Department Rules and Regulations;
- Coordinates the conversion of real property information and procedures to a computerized system by working with town and city assessors and County data processing personnel;
- Assists Director in the preparation of periodic and special reports;
- Manages departmental purchases, invoices, and financial accounts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles, practices and theory of the real property tax; ability to interpret real property tax laws and judicial and administrative determinations governing valuation of real property for taxation purposes; understanding and knowledge of equalization, budgeting, tax rate computation, and tax collection; Good knowledge of application programs and database structures of Real Property System software, internet utilization and office electronic data processing; ability to evaluate systems operations and usefulness; working knowledge of deeds and related property and ability to understand their relation to assessment processes; good knowledge of office and staff management; ability to establish and maintain effective relationships with the public, assessors and county officials; ability to effectively utilize and explain the use of tax maps and other assessment tools; integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MUST MEET MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and either:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three years of work experience in an occupation involving real estate appraisal, assessment or other aspects of real property valuation or other elements of the real property tax preparation process, at least two years of which must have involved supervision of employees and the regular use of real property software systems; **OR**
- B. Successful completion of 60 semester credit hours at a regionally accredited or New York State registered college or university and five (5) years of experience as stated in A. above; **OR**
- C. Seven (7) years of experience as stated in A. above; **OR**
- D. A satisfactory equivalent combination of training and experience as defined by the limits of A. through C. above, with 15 semester credit hours equal to one year of work experience. A minimum of two years of work experience must have involved supervision of employees and the regular use of real property software systems.

NOTE: Work in occupations such as local real property assessing or appraising, real property assessment support staff involving such duties as foreclosures or appraising, bank mortgage financing, private real property appraising, title searching, legal secretary handling real estate transactions, or a related field are deemed to be acceptable toward meeting the general experience requirements in A. through D. above.