



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **CHIEF TAX & ASSESSMENT DATA ANALYST**  
Jurisdictional Class: Competitive  
Civil Division: Real Property Tax Office  
Adoption: CSM 01/10/2018  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:** This position involves supervising the maintenance and updating of real property sales and other assessment information for the county wide database. The Chief Tax & Assessment Data Analyst is an advisor to various town assessors and real property staff on the various applications within the database. The work is performed under general supervision of the Director of Real Property Tax Services with leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate level positions. An incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Supervises the maintenance and updates of real property sales and other assessment information for the county wide database;  
Creates customized mass data extracts and uploads of information from the real property database for many uses;  
May provide limited contracted assessment services for municipalities under an executed NYSRPTL 1537 shared services agreement between the County and another municipality;  
Answers phone calls and questions from the general public about specific property tax and assessment records;  
Coordinates the installation, maintenance and operation of all New York State real property software components required for all users to access and update the countywide real property system helping to ensure the integrity of the data;  
Troubleshoots and problem solves issues with the real property software for Assessors and Real Property personnel;  
Maintains, modifies and updates content of the real property tax department website and ensures compatibility of data for use in GIS databases;  
Advises and assists assessors and real property tax service staff on the use of various applications within the database.

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

Advanced use of all standard Microsoft office or similar software including word processing, spreadsheets, and databases;  
Good working knowledge of personal computers;  
Good working knowledge of SQL database management;  
Working knowledge of website editing tools;  
Working knowledge of NYS Real Property Tax Laws;  
Working knowledge of NYS Real Property assessment and valuation methods;  
Working knowledge of GIS interface, standards and protocols to incorporate real property data in a GIS platform;  
Ability to review and understand real property records including sketches, tax maps, sales and assessment information;  
Ability to think critically and analytically;  
Ability to explain complex information to the public, co-workers and other government officials;  
Ability to express ideas clearly and concisely, both written and orally;  
Possess excellent customer service communication skills;  
Possess good professional judgement.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited or New York State registered 4 year college or university with a Bachelor's Degree in accounting, business administration, public administration, computer science, geographic information systems or a closely related field; AND
  - (1) Three (3) years working with database management; and at least three (3) years working with real property assessment data and records which shall have included at least two (2) years working with real property tax preparation processing; OR
  
- (B) Graduation from a regionally accredited or New York State registered 2 year college or university with an Associate's Degree in accounting, business administration, public administration, computer science, geographic information systems or a closely related field; AND
  - (1) Four (4) years working with database management; and at least three (3) years working with real property assessment data and records which shall have included at least two (2) years working with real property tax preparation processing; OR
  
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.