



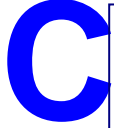
**CAYUGA**



**CIVIL SERVICE**

*An Equal Opportunity - Affirmative Action Employer*

**COUNTY**



F:\Civil\JobSpecs\Real  
Property Data Coordinator

<b>TITLE:</b>	<b>REAL PROPERTY DATA COORDINATOR</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>TAX AND ASSESSMENT DEPT. (TOWN OF OWASCO)</b>
<b>ADOPTION: CSM</b>	<b>3/15/95</b>
<b>REVISED: CSM</b>	

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves assisting the County Director of Real Property Tax Services in collecting data and coordinating the implementation and maintenance of a computerized mass appraisal Real Property Information System. This system involves the integration and coordination of tax mapping, data collection, real estate market monitoring, real property valuation, tax levying, and collection in order to provide uniformity and equity in the County's real property tax structure. An incumbent aids in converting the manually collected mass appraisal data to automated records. 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)**

- Coordinates the conversion of mass appraisal real property information and procedures from a manual operation to a computer-based system by working with town assessors and county data processing personnel;
- Trains or arranges for training of local town assessors and county data processing personnel in collection and recording of various components of the real property information system;
- Conducts field reviews of real property to ensure that data file information and property descriptions maintained by the county on each parcel for tax assessment purposes is correct;
- Coordinates the provision of supportive services from the County Real Property Tax Office to local assessors such as tax mapping, real property appraisal, data collection, etc.;
- Supervises the preparation and maintenance of property inventory files;
- Advises the Director relative to town assessors who appear to need special assistance or instruction in properly maintaining their portion of the Real Property Information System;
- Aids the Director in the preparation of periodic and special reports to the county legislature of State Office of Equalization and Assessment relative to the status of the system;
- Provides liaison from town assessors to the County Real Property Tax Service Agency and State Department of Equalization and Assessment in the collection and recording of appraisal data;
- Checks inventory content sheets received from town assessors for possible errors in location, proper coding, and wrong identification numbers;
- Works in the field with town assessors providing technical assistance in collection, recording, and updating of real property information data, and coordinates this material for submission to the computer center for processing;

**TYPICAL WORK ACTIVITIES: (Illustrative only) con't**

Compares data on the official assessment role and data information file to ensure information is accurate and correct;  
Reviews data processing printout for information rejected by computer for resubmission with new or additional data for acceptance;  
Trains town assessors in scoring of computerized town property record cards to ensure data is collected properly and accurately.

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

Good knowledge of modern principles, practices, and theory of real property valuation and assessment;  
Working knowledge of real property records and ability to understand their relationship to the valuation process;  
Working knowledge of office terminology, procedures, and equipment;  
Working knowledge of business arithmetic and English;  
Ability to record real property information relative to valuation and assessment;  
Ability to operate an alphanumeric data-entry device;  
Ability to work with data processing output and personnel;  
Ability to establish and maintain effective relationships with the public, town assessors, and county officials;  
Ability to plan, organize, and supervise the work of others;  
Ability to effectively utilize and explain the use of computerized mass appraisal assessment methods, tax maps, and other valuation tools;  
Ability to understand and carry out oral and written directions;  
Ability to accurately measure buildings and calculate square footage;  
Ability to prepare and maintain property valuation records and reports;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered 2-year college or university with an Associate's Degree in business administration, economics, or related field AND 1 year of experience collecting and coordinating data for company or governmental agency involved in appraising real property for valuation purposes using the New York State Real Property Information System or an equivalent system to provide a uniform means for collection and computer assisted maintenance of physical property inventory data for the purpose of predicting residential, agricultural, commercial, and vacant land property values utilizing computer assisted mass appraisal techniques; OR
- (B) Three (3) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.