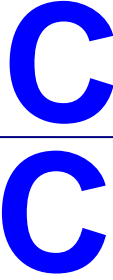




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\Real
Property Tax Sv Specialist



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

| | |
|------------------------------|---|
| TITLE: | REAL PROPERTY TAX SERVICE SPECIALIST |
| JURISDICTIONAL CLASS: | COMPETITIVE |
| CIVIL DIVISION: | CAYUGA COUNTY |
| ADOPTION: CSM | 03/14/07 |
| REVISED: CSM | |

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Real Property Tax Services Department and involves responsibility to perform specialized clerical functions of an advanced nature by maintenance of computerized records associated with real property tax related activities and maintenance of assessment records and tax rolls. The work is performed under general supervision of the Supervising Real Property Tax Service Specialist with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Coordinates preparation and organization of assessment rolls for the County Legislative Board, County Treasurer, Town Assessors & Tax Collectors;
- Assists Town Assessors with day to day maintenance of RPS, aids assessors in preparation of assessment rolls & maintaining property tax exemption reports;
- Compiles information for Town assessor reports, property exemption listing, & related information prior to balancing State reports concerning equalization rates, assessments and tax rates;
- Enters information from RP-5217's into computer data base and into state software program and sends reports that are generated from this entered information to the state sales reporting unit;
- Extracts files and emails copies to state offices;
- Prepares invoices and sends out to invoice the state for data entry of information into state software programs;
- Answers phone calls and confers with general public, official or government and town assessors about assessment records and explains operations of data processing system and its relationship to assessment records;
- Contacts town clerks and tax collectors regarding assessments, exemptions & corrections;
- Prepares resolutions / corrections on tax rolls and required state forms relating to assessments and taxes;
- Responds to requests from property owners and others for information regarding local assessments practices, equalization rates, assessment calendars, taxable status dates, and general questions dealing with the Real Property Tax Law;
- Reads maps to locate parcels, lots, and subdivisions to aid in recording unpaid taxes and sewer and water levies;
- Maintains bank code listing and updates computer database with any changes;
- Uses a variety of records and guides to check specific features of listed property;
- Operates data entry terminal to update or retrieve property information, such as ownership information and address changes and updates;
- Conducts research and gathers property valuation data from a variety of sources including tax books, assessment rolls, deeds and tax maps to obtain additional information;

CAYUGA COUNTY CIVIL SERVICE COMMISSION***Real Property Tax Services Specialist******

Enters information provided by Town Assessors in preparation of assessment tax rolls, extended rolls and tax bills;
Logs and distributes property sales and transfer information to Town Assessors and Village Clerks, once it has been processed by Office of Real Property;
Enters information submitted from Village Clerks in preparation for village tax rolls, and contacts village clerk concerning information turned in if necessary;

TYPICAL WORK ACTIVITIES: (Illustrative only), continued:

Coordinates the ordering of office supplies as needed;
Performs a variety of related duties compiling information in connection with work of real property tax service agency as directed by the Director or other supervisor.
Acts as a liaison between assessors and Office of Real Property providing training and information relative to Real Property Tax Law;
Runs cash register and reconciles totals and submits report to treasurer each week;
Coordinates with Data Processing to ensure all assessor information and due dates and equalization information is correct on the assessment rolls, tax rolls, and tax bills;
Maintains customer database for Imagemate online service software program.

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

Good knowledge of the use and operation of computers and related peripheral equipment;
Good knowledge of the principals and practices of data processing;
Working knowledge of the NYS Real Property Tax Law;
Working knowledge of modern office terminology, procedures, equipment and business English;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, and databases;
Ability to understand and interpret moderately complex tabulating material;
Ability to deal effectively with co-workers and the general public;

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State Registered two year college or university with an associate's degree in accounting, business administration, public administration, computer information services, computer science, geographic information systems or closely related field AND 1 year of experience involving the computer processing of records; OR
- (B) Graduation from high school or possession of a high school equivalency diploma AND 3 years of experience involving the computer processing of records; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.