



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

### JOB SPECIFICATION

Civil Service Title: **ASSISTANT DIRECTOR OF REAL PROPERTY TAX SERVICES**  
Jurisdictional Class: Competitive  
Civil Division: Real Property Tax Services  
Adoption: CSM 1/10/18  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for supervising and coordinating all activities related to the preparation and distribution of assessment rolls, tax rolls, tax bills, warrants and statements of taxes for towns, villages and school districts within the county. Incumbents in this position coordinate 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. Work is performed under the general direction of the Director of Real Property Tax Services and may act on behalf of Director in their absence. Supervision is exercised over the work of appraisal and clerical staff. Does related work as required.

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

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 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 and sales tax distribution 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;  
Coordinates annual Board of Assessment Review training countywide;  
Coordinates the creation, printing and distribution of annual exemption renewal forms, change of assessment notices and exemption impact notices;  
Coordinates and prepares transfer documents related to the sale by public auction of county owned real property acquired through tax foreclosure;  
Performs administrative work related to ordering office supplies and paperwork needed to process payments for the monthly abstract of claims;  
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;  
May also provide limited contracted assessment services for municipalities under an executed NYSRPTL 1537 shared services agreement between the County and another municipality.

**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; working knowledge and comprehension of NYS Real Property Tax Laws; working knowledge and comprehension of NYS Real Property assessment and valuation methods; ability to perform complex mathematical formulas and perform complex computations; ability to organize, create and maintain complex datasets resulting from multiple sources; 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 coordinate and supervise the work of others; 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) Four (4) years working with real property assessment data and records which included at least 4 years working with elements of real property tax preparation process; and 3 years creating and maintaining complex datasets from multiple sources; 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) Five (5) years working with real property assessment data and records which included at least 5 years working with elements of real property tax preparation process; and at least 3 years working with creating and maintaining complex datasets from multiple sources; OR
  
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.