



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

**JOB SPECIFICATION**

Civil Service Title: **Director of Real Property Tax Services  
(Formerly Director of Real Property Tax Services II)**  
Jurisdictional Class: Non-Competitive (Pending NYS Approval)  
Civil Division: Real Property Tax Services  
Adoption: CSM  
Revised: CSM 5/13/86, 5/13/98, 7/12/00, 2/11/09, 9/11/13 (CIT)

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**DISTINGUISHING FEATURES OF THE CLASS:** Directs a County advisory tax service and appraisal department for City and Town Assessors and the County Equalization Agency; does related work as required. This is professional and administrative work involving responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under general supervision of the County Legislature or appointing authority and is subject to general review by the State Board of Equalization & Assessment. The incumbent serves as the Assessor for local towns for whom the County Department of Real Property Tax Services provides assessment services and, in this capacity, is responsible for performing all duties required of an Assessor by Real Property Tax Law. Supervision is exercised over the work of appraisal and clerical staff.

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

**SERVICES TO COUNTY (STATUTORY):**

Provides pertinent data to County equalization agency;  
Coordinates a county-wide revaluation program;  
Prepares annual and special reports as required by the County Legislature and the State Board of Equalization & Assessment.

**SERVICES TO CITIES & TOWNS (STATUTORY):**

Annually assesses and/or reassesses each parcel of real property in assigned municipalities;  
Reviews, approves/disapproves, computes and processes all property exemptions and exemption applications;  
Verifies and processes all real property transfers, reassesses transferred real property as necessary, and records and reports all transfers as required;  
Prepares and submits annual Tentative Assessment Rolls for assigned municipalities as required by Real Property Tax Law;  
Attends the public examination of the tentative assessment rolls, provides necessary and requested information, reviews complaints filed, and makes adjustments in assessments as directed by the Board of Assessment Review;  
Prepares and files the Final Assessment Roll for assigned municipalities;  
Represents assigned municipalities in Small Claims Court, in Certiorari Actions, and at Equalization Rate Hearings;  
Prepares tax maps and keeps them current and provides copies to assessors;  
On request of appropriate authority, provides advisory appraisals on moderately complex taxable properties;  
Advises Assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation;  
Provides appraisal cards in forms and quantity prescribed by the State Board of Equalization & Assessment;  
Cooperates and assists in State Board of Equalization & Assessment training programs.

**WHEN AUTHORIZED BY COUNTY LEGISLATURE:**

May assist in the sale of real property acquired by tax sale;  
Performs recording officer duties in relation to reports of transfers of real property.

**GENERAL:**

Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices and completes related computer tasks as required;  
Maintains a variety of computerized records and statistical data for control and reporting purposes;  
Directs and trains the field and office property appraisal staff;

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Assists Assessors on unique valuation problems;  
Provides support services to various inter-county departments (Planning, Treasurer, Law, Legislature, County Clerk);  
Oversight of Tax map maintenance (also as base maps for Geographic Information Systems);  
Explanations of proposed New York State Real Property Tax legislation;  
Compilation of information necessary in the decision-making process prior to the enactment of various local option real property tax exemptions;  
Explanation of the effects of equalization rates;  
Administration of the application processing for corrected tax bills and rolls;  
Assistance in the enforcement of unpaid taxes and sale of tax foreclosed real property;  
Assistance to the general public regarding real property tax matters;  
Management of a clearing house for the collection and distribution of information relating to the assessment of real property;  
Provides assistance and information to the legislature regarding the tax levy apportionment and the calculation of tax rates process for approval;  
Development of procedures associated with the preparation and maintenance of assessment rolls;  
Conducts training for members of the local Boards of Assessment Review and local Assessors;  
Printing of assessment rolls, tax rolls and tax bills;  
At the request of municipalities within the county, may perform or supervise data collection services, sales verification, appraisal services, exemption or assessment administration, or other assessment related activities;

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

Thorough knowledge of modern principles, practices and theory of real property valuation and assessment;  
Thorough knowledge of real property tax laws and judicial & administrative determinations governing valuation real property;  
Good knowledge of deeds and related property records and ability to understand their relation to valuation processes;  
Good knowledge of office and staff management;  
Ability to establish and maintain effective relationships with the public, Assessors and county officials;  
Ability to plan, organize and supervise the work of others;  
Ability to effectively utilize and explain the use of tax maps and other valuation tools;  
Ability to utilize the software on the current computer system and complete related tasks as required;  
Integrity;  
Tact;  
Courtesy;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of an accredited high school equivalency diploma AND eight years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least three years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
- (B) Graduation from an accredited two-year college and seven years of the experience described in (A) above; OR
- (C) Graduation from an accredited four-year college and six years of the experience described in (A) above; OR
- (D) An equivalent combination of the education and experience described in (A) above, subject to the following:
  - 1. One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience; AND
  - 2. In no case shall less than four years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property tax purposes be acceptable.