

ASSESSMENT RECORDS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work is performed under general supervision of the Director Real Property Tax II with wide leeway given for the frequent exercise of independent judgment. The incumbent is responsible for the management of property tax records. In addition to administrative activities, the work involves contact with the general public, town and county assessors and others in providing information and resolving discrepancies related to property records. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reviews deeds, tax stamps, assessment rolls and other documents to determine accuracy of information and makes corrections; Processes transfers for real property and reviews changes made by mappers including but not limited to subdivisions, parcel splits, combinations and acreage changes; Creates Tax Bills and enters special district ceilings; Assists in the processing of assessment/tax rolls/bills and maintaining electronic property records; Trains and assists staff and Assessors in the use of Real Property Tax computer programs; Compiles statistical, land value, and assessment reports; Works with the public to answer questions concerning assessment; Manages accounts; Prepares exemption impact reports; Assigns work to and verifies work of personnel assigned, General clerical duties and financial records management, as needed.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods of filing and content of deeds; Thorough knowledge of Real Property Tax Laws of New York State; Good knowledge of computers and RPSV4 software; Good knowledge of the principles and practices of supervision; Ability to make complex arithmetical computations; Ability to read and understand complex written material; Ability to deal effectively with the public; Ability to perform precise, detailed clerical work with minimal supervision; Tact; Courtesy; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from college or university with a Bachelor's Degree and one year of fulltime paid, or its part-time equivalent experience with assessment roles; OR
- B. Graduation from a college or university with an Associate's degree and three years of fulltime paid, or its part-time equivalent experience with assessment roles; OR
- C. Graduation from high school or possession of a high school equivalency diploma and five years of fulltime paid, or its part-time equivalent experience with assessment roles; OR
- D. Six years of fulltime paid, or its part-time equivalent experience with assessment roles; OR
- E. An equivalent combination of training and experience as indicated in A and B above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 9/10/2024