

REAL PROPERTY TAX SERVICES OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work of a complex nature involving a responsibility for managing the County's real property appraisal, equalization and assessment function and the performance of other duties required by law and the Rockland County Charter. In addition, the incumbent of this position will act as the enforcing officer in the collection of tax liens on real property. The work is performed under the general supervision of the Commissioner of Finance and in accordance with applicable laws. Supervision may be exercised over a number of professional technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees all activities related to the Real Property Tax Law, including lease and land negotiation, collection of rentals on County-owned property and sale of tax delinquent property;
Supervises the preparation and maintenance of tax maps for each town;
Advises local assessors on proper procedures for the preparation and maintenance of assessment rolls, property record cards, appraisal cards and other records and assessment and taxation documents related to real property;
Coordinates any County-wide revaluation programs;
Maintains a variety of records and statistical data for control and reporting purposes;
Prepares annual and special reports;
Attends schools and conferences to obtain current knowledge in the area of assessments, real property, etc.;
Ensures proper valuation of all County-owned buildings and properties;
Performs and supervises the performance of property and rental evaluations to determine appropriate value and reports and makes recommendations to County Executive concerning findings;
Develops and supervises a program to collect rents on County-owned properties, including the establishing of rent rolls and providing receipt and billing procedures;
Reviews the assessment and market values on all properties acquired by tax deed by the County;
Reviews all pending court cases and litigation involving tax matters affecting the County with the County Attorney;
Conducts and/or supervises the research of laws or proposed laws affecting the County of Rockland in the area of real property and tax delinquency;
Supervises and participates in the negotiation of leases and easements and/or land acquisition;
May provide advisory appraisals to towns.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 and administrative determinations governing valuation of real property; thorough knowledge of leases, land acquisition and the sale of tax delinquent properties; thorough knowledge of administrative principles and practices; 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 work independently within the scope of general directions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with others, especially public assessors and county officials; ability to understand and interpret a variety of materials including the use of tax maps and other valuation tools, legal materials, etc.

(over)

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma, and eight (8) years of 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; or
2. An Associate's degree and seven (7) years of the experience as outlined in (1) above; or
3. A Bachelor's degree and six (6) years of experience as outlined in (1) above; or
4. An equivalent combination of training and experience as defined by the limits of (1), (2) or (3) above; and

In addition, as part of or as a supplement to (1), (2), (3), or (4), three (3) years of administrative experience involving the responsibility of planning, organizing and directing a work program.

NOTES:

1. One (1) year of graduate study may be substituted for one (1) year of experience as outlined in (1) above. No more than two (2) years of graduate study may be applied as a substitute for the experience outlined in (1) above.
2. In no case shall less than four (4) years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures require for the assessment of real property tax purposes be acceptable.

SPECIAL NOTE: An individual in this position will be required to complete a basic course of training prescribed by the State Board of Equalization and Assessment, in accordance with Section 188-4,8 of its rules and regulations, within one (1) year after initial appointment.