

REAL PROPERTY TAX SERVICE TECHNICIAN

Job Code:

Location: Department of Real Property Tax Services

Classification: Competitive

Salary: CSEA - Grade VII

Adopted: 7/99; 01/10, 02/10, Revised 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves maintenance of real property data received from town assessors and its manipulation to produce appropriate tax rolls, bills and associated reports using the NYS Real Property System (RPS). The incumbent must navigate, maintain and manage the RPS database as well as coordinate the flow of information and updates between the Department, Towns Assessors, NYS Department of Real Property Services, and the Tioga County Treasurer's Department. Work involves preparation of assessment rolls, Village, Town, and County reports, and school tax billing. The work is performed under general supervision with wide latitude allowed for the exercise of independent judgment. Supervision is not a function of this position, though may provide oversight to new personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Manages computer tasks associated with the Real Property System (RPS), including uploading and downloading files, installing program updates, system troubleshooting and word processing;
- Coordinates the conversion of real property information and procedures to a computerized system;
- Ensures that materials, systems, programs and data supplied by the State and other agencies are installed, tested, and evaluated for conformance with the RPS division's goals and objectives;
- Manages all computer tasks using spreadsheet, word processing, database, and other specialized software;
- Formulates reports for local officials;
- Operates computer in maintaining and updating RPS and related computerized reference tables of real property codes;
- Codes tax data into machine readable format and coordinates and verifies it's input into a computer;
- Conducts research and gathers property valuation data from a variety of sources including tax books, assessment rolls, deeds and tax maps to provide to general public;
- Assists the Director in the preparation of periodic and special reports;
- Searches, retrieves and photocopies authorized material for requesting agency or general public;
- Retrieves information and makes calculations when requested for the preparation of statistical and/or related reports;
- Performs various clerical duties as needed, including answering phones, assisting the public, and conferring with tax payers with regard to questions.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the use and operation of computers and related peripheral equipment; good knowledge of the principles and practices of data processing; good knowledge of business arithmetic; working knowledge of NYS Real Property System (RPS); working knowledge of principles and practices of real property valuation and assessment; working knowledge of modern office terminology, procedures, equipment and business English; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; 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; good organizational skills and attention to detail; physical condition commensurate with the demands of the position.

2. Real Property Tax Service Technician

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a general equivalency diploma and EITHER:

- a. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in computer science, computer information services, data processing or a closely related field and one (1) year of full-time work experience or its part-time equivalent involving the use of real property assessment appraisal records* or other financial documents; **OR**
- b. Three (3) years of full-time work experience or its part-time equivalent involving the use of real property assessment appraisal records* or other financial documents, which must have involved the operation of a computer; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

*Assessment appraisal records of real property reflect value for purchase, sales, investment, mortgage, or loan purposes.

SPECIAL NOTE: Successful completion the State Board of Equalization Assessment's courses for Assessor certification may be substituted for the above work experience as follows:

Successful completion of one (1) course = three (3) months work experience

SPECIAL NOTE: Incumbents may be required to complete related training and/or certification courses as requested by the Director of Real Property Tax Services I.