

DEPARTMENT: REAL PROPERTY
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 19, 2014

REAL PROPERTY INFORMATION CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the County Director of Real Property Tax Services in instructing assessors, training, researching problem properties, calculating tax rates and coordinating the implementation and maintenance of a computerized Real Property Information System. When assigned, the incumbent is responsible for office administrative duties such as payroll, maintaining office supply inventory, budget transactions, accounts payable and receivable, and other incidental clerical functions. The work is performed in accordance with policies determined by the Director of Real Property Tax Services permitting latitude for organizing the work. During the absence of the Director, the senior incumbent may be required to lead other staff members. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Director with the instruction of assessors, on an individual basis on the methods of real property valuation in an Annual Reassessment environment;
2. Researches and prepares documentation on New York State applications submitted by the county property owners for correction of tax rolls or refunds of taxes;
3. Assists the Director, using electronic spreadsheets (Excel) with calculation of tax rates for municipalities using town, county and school district budgets;
4. Balances property exemption totals with computer processed figures for school district, special franchise, public utility, exempt, and state owned lands;
5. Coordinates the provision of support services from the County Real Property Tax Office to local assessors such as tax mapping, real property appraisal and data collection;
6. Reviews the work of assessors in the preparation and maintenance of property inventory files and automated assessment rolls;
7. Assists the Director in preparation of periodic and special reports to the county legislature or State Office of Real Property Services relative to real property tax administration;
8. Prepares tax data in machine readable format and coordinates details for input into computer and verifies output;
9. Maintains a variety of real property tax records and corrects errors or updates information on assessment and tax rolls in accordance with established policy and procedures;
10. Reads tax maps to locate parcels, lots and subdivisions to aide in recording unpaid taxes and school and water levies;
11. When necessary and after being adequately trained in real property tax administration, may direct and lead the staff of the Real Property Tax Office in the absence of the Director;
12. Receives cash payments, issues receipts; prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
13. Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
14. Assists the Real Property Tax Coordinator with assessment and tax roll maintenance activities and processing and printing county/town, city, village, and school tax bills;
15. May prepare figures and reports for use in budget preparation;
16. Conducts routine correspondence on matters where policies and procedures are well defined;
17. Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
18. Receives, balances and audits payroll time records;
19. Operates calculator, computer and other related office equipment.

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REAL PROPERTY INFORMATION CLERK CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and theory of real property valuation and assessment and taxation; good knowledge of real property records and ability to understand their relation to valuation processes; good knowledge of New York State Real Property Tax Law and local policies; Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; ability to deal effectively with the public; ability to establish and maintain effective working relationships with others including the public, Town Assessors and county officials; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to record real property information relative to valuation and assessment; ability to adapt real property and assessment information to programs for use in a data processing operation; ability to operate an alphanumeric data entry device; ability to effectively utilize and explain the use of computerized assessment methods, tax maps and other valuation tools; ability to make mathematical calculations; ability to prepare and maintain records and reports; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; ability to lift at least fifty (50) pounds; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:

- AND: 1. Graduation from a New York State accepted college or university with an Associate Degree in a business related field **and** one (1) year of experience in the preparation and/or utilization of real property related records such as; appraisal reports (not market analysis used in the listing of property for sale), deeds, title searches, income and expense statements, rental/lease agreements, and real property transfer related reports (ie.NYS RP5217, closing statements);
- OR: 2. Three (3) years of experience in the preparation and/or utilization of real property related records such as; appraisal reports (not market analysis used in the listing of property for sale), deeds, title searches, income and expense statements, rental/lease agreements, and real property transfer related reports (ie.NYS RP5217, closing statements).

NOTE:

Experience as a real estate agent will not be accepted.