

DEPARTMENT: REAL PROPERTY
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 17, 2013

REAL PROPERTY TAX COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a moderately-complex and specialized clerical position in the Real Property Tax Services Department. The incumbent is responsible for organizing and supervising assessment and tax roll maintenance activities and for processing and printing county/town, city, village, and school tax bills. The work is carried out in accordance with established procedures and involves coordinating timely submittal of assessment information from local assessors and preparing all related reports. The work is performed under the direct supervision of the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgment in planning the order of tasks and the methods used to accomplish assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Collaborates directly with local assessors to ensure that reports and rolls are filed timely according to the assessment calendar;
2. Checks assessment roll file for town and county tax extensions in an accurate and complete manner so that final taxable values can be used for tax rate calculations;
3. Assists in balancing the taxing jurisdiction value;
4. Checks balances of local assessors' annual reports and submits reports to the New York State Office of Real Property Tax Services (ORPTS);
5. Utilizes the Real Property System (RPS) Computer software for the preparation and processing of all assessment and tax rolls and related reports;
6. Coordinates implementation of new versions and levels of RPS and informs ORPTS and the assessment community and reports any resulting problems to be resolved;
7. Submits all tax rates to RPS and runs tax rolls and bills with a database management software program;
8. Delivers appropriate computer files to escrow companies, tax collectors, the Niagara County Treasurer's Office and other County Departments;
9. Maintains an inventory of assessment and tax roll supplies to be used for each fiscal year;
10. Attends meetings of assessors to explain new information technology methods and procedures;
11. When assigned and when necessary, performs duties of a Tax Map Technician.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of current methods, systems, and procedures utilized in the processing and maintenance of assessment and tax rolls and bills; thorough knowledge of accounting procedures and practices; good knowledge of tax laws, rules, regulations and supporting legal opinions; good knowledge of business arithmetic and English; working knowledge of the RPS system and its uses; skill in the use of modern computer software, hardware and related peripherals; excellent problem solving skills; ability to operate computer software at an acceptable rate of speed and accuracy; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; ability to establish working relationships with the general public, assessors, and other government officials; ability to understand and carry out complex oral and written instructions; ability to make arithmetical computations rapidly and accurately; ability to prepare and maintain records and reports; ability to communicate effectively; a high degree of clerical aptitude and attention to detail; ability to lift at least fifty (50) pounds; tact and courtesy; initiative, organization and resourcefulness; neatness; sound professional judgment; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Tax Map Technician or Real Property Information Clerk in the Niagara County Real Property Office immediately preceding the date of written examination.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in computer science or business administration **and** two (2) years of full-time paid satisfactory experience in a position working with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports, closing statements or other legal instruments and records in a department of municipal, State or Federal government, law, real estate, or abstract office or related agency. The experience must include the use of database management software systems; **OR**
2. 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 or business administration **and** three (3) years of full-time paid satisfactory experience as defined in (1) above; **OR**
3. Five (5) years of full-time paid satisfactory experience as defined in (1) above.