

DEPARTMENT: REAL PROPERTY
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 28, 2007

REAL PROPERTY TAX SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the collection, recording, and maintenance of data associated with real property tax administration. The incumbent is also responsible for conducting the day-to-day clerical operations of the office, which includes considerable public contact. Other duties include answering questions from the general public with regard to real property issues such as tax rates, exemptions and access to deeds and maps, as well as assisting in the preparation of assessment rolls, tax rolls, tax bills and preparing related reports. The work is performed under the general direction of the Director of Real Property Tax Services or designee, with wide latitude permitted for the exercise of independent judgment in organizing the work and making decisions in accordance with established policy. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs routine office duties such as tax map printing, maintaining inventory, purchasing office supplies, processing payment vouchers, department payroll, office account-keeping, filing, data entry, creating and maintaining files, distributing mail, etc.
2. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist;
3. Performs a variety of internal operations of the Real Property Tax Services Office including the maintenance of property ownership data, and related assessment administration records;
4. Assists in the preparation of school, county and city tax rolls including compiling assessment totals and folding/stuffing of tax bills;
5. Records sales and transfers of property;
6. Assists in preparing materials for the processing of grievances and Board of Assessment Review training;
7. Gathers property valuation data from a variety of sources including tax rolls, assessment rolls, deeds and tax maps to assist attorneys, real estate brokers, and the general public with requests for information concerning property and valuations;
8. Assists the Director, using electronic spreadsheets (Excel) with calculation of tax rates for municipalities using town, county and school district budgets;
9. Assists the Director in preparation of periodic and special reports to the county legislature or New York State Office of Real Property Services relative to real property tax administration;
10. Prepares tax data in machine readable format and coordinates details for input into computer and verifies output;
11. 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;
12. Reads tax maps to locate parcels, lots and subdivisions to address requests for information from the public, etc.;
13. Prepares and sends report of sales transmittals to the New York State Office of Real Property Tax Services;
14. Conducts routine correspondence on matters where policies and procedures are well defined;
15. Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
16. Performs other clerical duties as necessary;
17. Operates calculator, computer and other related office equipment.

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REAL PROPERTY TAX SERVICES AIDE CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of real property and assessment records and ability to understand their relation to assessment and real property tax administration; working knowledge of the New York State Real Property Tax law and local policy; working knowledge of modern office terminology, procedures, equipment and business English and arithmetic; skill in the use of business arithmetic; 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; 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 Secretarial Science or a business related field **and** one (1) year of paid 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, accounting, law, insurance, real estate or abstract office or related agency;

OR: 2. Three (3) years of paid 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, accounting, law, insurance, real estate or abstract office or related agency.

NOTE: Part-time paid experience will be pro-rated as appropriate.