



# DIRECTOR OF REAL PROPERTY TAX SERVICES

## YATES COUNTY

6/2/2017

### Our Commitment



Yates County's Real Property Department is committed to providing local government officials and the public with comprehensive and reliable real property information, assessment data, property tax data, and appraisal information.

The Real Property Tax Office strives to maintain accurate and up-to-date records to serve the community in a timely and efficient way.

The department exists to provide professional services and be responsive to the needs of the community with a quality real property program.

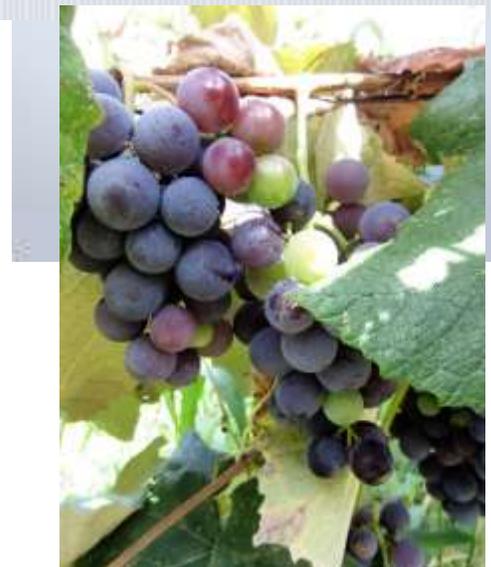
### The Position

The Director of Real Property Tax Services is a professional and administrative position responsible for directing a county advisory tax service and appraisal division for city and town assessors and the county equalization agency. The Director must provide accurate, timely information and advice on real property appraisal, equalization, and assessment. The work is performed under the general direction of the County Administrator and is subject to general review by the State Board of Equalization and Assessment. Appointment is made by the Yates County Legislature for a 6-year term.

### Primary Responsibilities Include

- Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;
- Prepares tax maps and keeps them current and provides copies to assessors;
- Provides advisory appraisals on moderately complex taxable properties upon request of the appropriate authority;
- Advises assessors on preparation and maintenance of assessment rolls, property record cards, and other records necessary to professional real property assessment and taxation;
- Provides appraisal cards in form and quantity prescribed by the State Board;
- Cooperates and assists in state training programs;
- Supervises, trains and provides assistance to Real Property Tax Service staff;
- Modifies, install and maintains Real Property Services software systems and related utility programs;
- Conducts printing of assessment rolls, tax rolls and tax bills in house for Town/County taxes and School taxes;
- May assist in the sale of real property acquired by tax sale;
- Performs recording officer duties in relation to reports of transfers of property;
- Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;

*Competitive salary and benefits provided. Benefits such as NYS retirement, health and dental insurance, deferred compensation, supplemental insurance plans and so much more...*

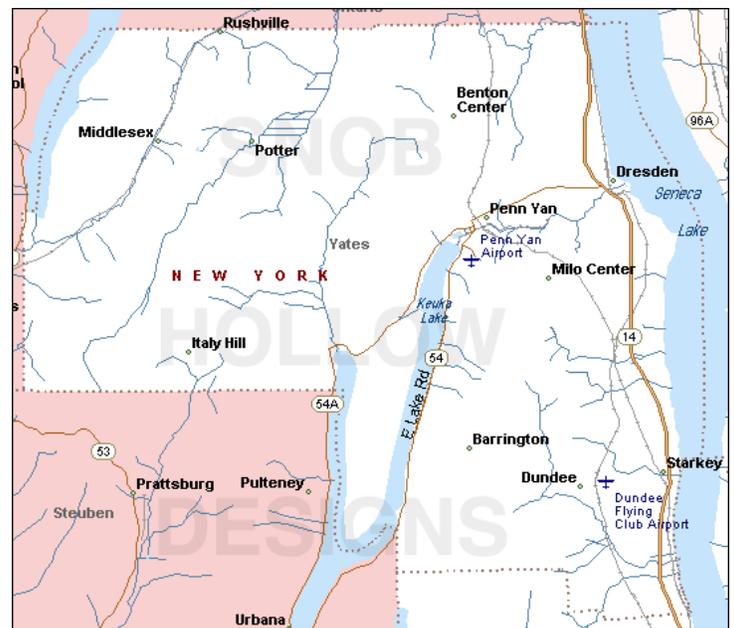


# Why apply?

**Yates County, New York** (population 25,000), conveniently located in the Finger Lakes region of New York nestled amongst Canandaigua Lake, Keuka Lake and Seneca Lake, is seeking applications for the position of County Administrator. Yates County's Administrator ensures efficient and effective operation of all County departments and recommends such changes in personnel, finances and structures conferred or imposed upon the office by law or as directed by the Legislature. Yates County is governed by the Legislature, consisting of fourteen members elected by district on a two-year term basis. The County is located a short distance from the metropolitan areas of Rochester and Syracuse and provides a wide array of comprehensive services to residents. For Fiscal Year 2016, the County operates with a budget of \$41.8 million and a real estate tax rate of \$6.7144 per \$1,000 assessed value.



## Location



# Minimum Qualifications for Director of Real Property Tax Services

- 1) Graduation from high school, or possession of an accredited high school equivalency diploma; and eight years of satisfactory full-time 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. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least three years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
  - i) Graduation from an accredited two-year college and seven years of the experience described in paragraph (1) of this subdivision; OR
  - ii) Graduation from an accredited four-year college and six years of the experience described in paragraph (1) of this subdivision; OR
  - iii) An equivalent combination of the education and experience described in paragraph (1) of this subdivision, subject to the following:
    - a) One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience; AND
    - b) In no case shall less than four years of 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 tax purposes be acceptable.

## **SPECIAL REQUIREMENTS (20 NYCRR §8188-4.1(a)):**

A county director must be certified and file his or her certificate with the clerk of the county for which he or she serves within four years after he or she commences his or her term of office, subject to the interim certification requirements of section 20 NYCRR §8188-4.7.

## **Required Training (NYSRPTL §1530 (b)):**

A person who takes office as director of real property tax services shall complete the basic course of training prescribed by the commissioner within four years after he or she commences his or her term of office.

## **Orientation (NYSRPTL §1530 (c)):**

Within one month of commencing a term of office, any county director who has not obtained commissioner certification pursuant to this section shall attend a one day orientation course prescribed by the commissioner. Such orientation course shall be designed to provide the prospective county director with a general knowledge of the responsibilities of the county director and a general understanding of the appropriate state and local government structure.

## **Interim Certification (NYSRPTL §1530 (d)):**

At least once during each twelve month period preceding the date by which the commissioner requires permanent certification pursuant to this section, each county director must obtain an interim certification from the commissioner.

**Continuing Education (20 NYCRR §8188-4.8):**

Effective October 1, 2011, a county director must successfully complete an average of 12 continuing education credits every year. A continuing education year is defined as beginning on October 1st and ending on September 30th of the following year. Continuing education credit means the number of contact hours awarded for attendance at approved courses, conferences, and seminars. Continuing education credits are awarded on an hour for hour basis in full hour amounts only.

## How to apply?

First review of application will begin on June 23<sup>rd</sup>, 2017 and continue until the position is filled.

Visit the online posting at: <https://mycivilservice.yatescounty.org/>

Forward a completed Yates County Employment Application and Resume to:

Yates County Personnel Office  
Attn: Kerry Brennan  
417 Liberty Street  
Penn Yan, NY 14527

For questions: Email: [Kbrennan@yatescounty.org](mailto:Kbrennan@yatescounty.org) or call 315-536-5112

