



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

- TITLE:** [Director of Real Property Tax Services](#)
- RATE OF PAY:** Starting Salary--\$93,497/year with comprehensive benefits package including paid holidays, paid leave, 2% match to deferred compensation, option for full health and dental insurance, wellness program, EAP, professional development training, and NYS Retirement pension.
- TO APPLY:** Visit <https://ontario-portal.mycivilservice.com/> to apply.
- DEADLINE:** June 9, 2023
- MINIMUM QUALIFICATIONS:**
- 1) Graduation from high school, or possession of an accredited high school equivalency diploma; and eight (8) 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 (3) years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
 - 2) Graduation from an accredited two-year college and seven (7) years of the experience described in paragraph (1) of this subdivision; OR
 - 3) Graduation from an accredited four-year college and six (6) years of the experience described in paragraph (1) of this subdivision; OR
 - 4) An equivalent combination of the education and experience described in paragraph (1) of this subdivision, subject to the following:
 - (i) 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
 - (ii) 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 proposes be acceptable.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

SERVICES TO CITIES AND TOWN (STATUTORY):

Prepares tax maps, keeps them current and provides copies to municipalities;
On request of appropriate authority, provides advisory appraisals on properties as defined in New York State Rules and Regulations;
Advises Assessors on preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessment and taxation standards;
Provides appraisal cards in forms and quantity prescribed by New York State Rules and Regulations;
Cooperates and assists in conducting or coordinating State Board of Real Property Services training programs.

WHEN AUTHORIZED BY COUNTY LEGISLATIVE BODY:

Assists in the sale of real property acquired by tax sale;
Performs recording officer duties in relation to reports of real property transfers.

GENERAL:

Establishes and maintains a comprehensive real property tax services program to assist in the development of equitable assessment practices;
Maintains a variety of records and statistical data for control and reporting purposes;
Directs and trains the field and office assessment appraisal staff;
Assists municipal assessors on unique valuation problems.

EOE