



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 OPENING NOTICE

POSTING DATE*: FROM: 8/13/2026 TO: 8/24/2026

JOB TITLE: Deputy Director of Real Property Tax Service (Pending)

RATE OF PAY: \$85,097/yr

LOCATION: Ontario County Real Property Tax Services

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See job description.

APPLICATION DEADLINE / LAST FILING DATE*: 8/24/2026 or until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/16/2016

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school, or possession of an accredited high school equivalency diploma; AND six (6) years of satisfactory full-time paid experience, or its part-time equivalent, 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 relative work experience, candidates must have had at least three (3) years of full-time paid administrative experience, or its part-time equivalent, involving the responsibility of planning, organizing and directing a work program; OR
2. Possession of an Associate's Degree AND five (5) years of the experience described in (1) above of this subdivision; OR
3. Possession of a Bachelor's Degree, or higher, AND four (4) years of the experience described in (1) above of this subdivision; OR
4. An equivalent combination of the education and experience described in (1) above 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 NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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.

MINIMUM QUALIFICATIONS – PROMOTIONAL: Must possess in the Ontario County Department of Real Property Tax Services; EITHER:

1. Two (2) years of Permanent Competitive status as a Real Property Appraiser; OR
2. Three (3) years of Permanent Competitive status as an Assessment Control Clerk; OR

DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICEMINIMUM QUALIFICATIONS – PROMOTIONAL: (Continued)

3. Three (3) years of Permanent Non-Competitive status as a Real Property Appraiser (HELP Program);
OR
4. A combination of (1), (2), and (3) which equals no less than three (3) years of service in the Ontario County Department of Real Property Tax Services.

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Director in the professional and administrative duties involved in directing a County Advisory Tax Service and Appraisal Department. The work involves responsibility for providing local jurisdictions with accurate, timely information and advice on real property appraisal, real property tax services and assessment matters. Work is subject to review by the Director of Real Property Tax Service. Supervision is exercised over technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the maintenance of a comprehensive real property tax service program to promote the development of equitable assessment practices, including, but not limited to, apportionment of County/Town tax levy, school, village, water & sewer relevies, production of tax rolls and facilitating the creation and printing of tax bills;

Supervises, assists and participates in the preparation of tax maps, keeping them current and providing copies to local assessors and municipalities;

Assists with the coordination of the municipal revaluation program;

Provides advisory appraisals on moderately complex taxable properties;

Assists in preparing annual and special reports as required by the County Legislature and the State Board of Real Property Tax Services;

Assists assessors on unique valuation and exemption issues;

Supervises the field and office property appraisal and clerical staff;

Advises Town Assessors on procedures for the preparation and maintenance of assessment rolls, appraisal cards and other records and documents relating to real property assessment and taxation;

Attends meetings with associations, boards, committees and agencies as needed;

On request of appropriate authority, provides advisory appraisals on properties as defined in New York State Rules and Regulations;

Assists with investigation of claimed corrections of error as needed;

Assists in responding to requests for Real Property Services data and reports including FOIL requests;

Assists in coordinating departmental staffing and administrative personnel functions, including payroll reports, tracking time off and flextime requests;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of real property appraisal and assessment;

Thorough knowledge of real property tax laws and judicial and administrative criteria governing valuation of real property;

Good knowledge of mapping procedures;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

Good knowledge of deeds and related property instruments and the ability to understand them relative to the valuation process;

Good knowledge of office and staff management;

Ability to plan, organize and supervise the work of others;

Ability to effectively utilize and explain the use of tax maps and other valuation tools;

Ability to establish and maintain effective public relations;

Integrity; Tact; Courtesy;

Physical condition commensurate with the demands of the position.

APPROVED: JULY 26, 2018

REVISED: 6/14/23; 7/30/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: COUNTY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES