

TAX COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: This class serves as one of five members of the tax commission. Appointed by the County Executive and approved by the Board of Legislators, incumbents are responsible for the review of all standards and procedures implemented by the Executive Director-Tax Commission with regard to the taxation and assessment practices of the County's municipalities. In this capacity, incumbents establish and maintain important contacts both within and outside the County on all matters relating to procedures, assessments and appeals. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Holds public hearings throughout the County to take testimony under oath or otherwise, and advises the Executive Director of the results of such hearings;

Serves as a member of a review board to determine municipal compliance with uniform tax assessment standards as established by the Executive Director and renders a decision as to the standards which will be followed by the city, town or village in question;

Serves as a member of a review board to hear presentations by the Executive Director regarding the failure or refusal of any city, town or village to implement uniform standards and procedures consistent with the New York State Real Property Tax Law; makes determination on same and advises the city, town or village of procedures to be implemented;

May direct the Executive Director to install municipal uniform standards upon the failure of the town, city or village to comply with standards and procedures consistent with New York State Real Property Tax Law.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of pertinent New York State Real Property Tax Laws; thorough knowledge of assessment and equalization methods and procedures; good knowledge of accounting procedures; ability to analyze information and prepare meaningful reports; tact; initiative; resourcefulness; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and either: (a) Bachelor's Degree* in Business Administration; Accounting, Real Estate or Finance and seven years of experience in the field of Real Estate Sales, Assessment, Title Searching or Appraising; or (b) ten years of experience in the field of Real Estate Sales, Assessment, Title Searching or Appraising; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Unclassified†
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Job Class Code: E0093
Job Group: Flat Rate