

CHIEF REVIEW ASSESSOR (FINANCE)

General Statement of Duties and Responsibilities:

Under executive direction, with wide latitude for independent judgment and initiative, the Chief Review Assessor directs and coordinates all activities related to the preparation of guidelines and standards that ensure equity in the assessment of the City's real property. All personnel perform related work.

Examples of Typical Tasks

Participates in the development of policies and procedures used in the assessment of the City's real property and, in particular, as they relate to the equity of the tax roll.

Develops and implements policies and procedures that ensure compliance with all New York State Equalization rate requirements.

Manages and directs the quality control of all city-wide assessments.

Directs the research that develops and tests annual assessment guidelines and standards utilized by every assessor for each parcel valued.

Provides assessment data support within the agency as well as to the Tax Commission and the Office of management and Budget.

Responsible for producing and ensuring the accuracy of the City's real property tax maps.

Directs the production of reports that assist in the agency's ability to monitor the assessment and quality control.

Interacts with other government officials, in particular, the Tax Commission, in matters pertaining to the equalization of property assessments.

Oversees the implementation and administration of tax exemption programs for major properties.

CHIEF REVIEW ASSESSOR (FINANCE) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and three (3) years of satisfactory full time experience in real property assessment, real estate appraisal, real estate legislation, and real estate taxation or a related field, eighteen (18) months of which must have been in an executive, administrative, managerial, or supervisory capacity. Supervision must have included supervising staff performing work in areas described above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.