

**DEPARTMENT:** REAL PROPERTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 14, 2025

**SUPERVISOR OF REAL PROPERTY TAX SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for organizing and supervising assessment and tax roll maintenance activities and for processing and printing county/town, city, village, and school tax bills. The incumbent also provides administrative support to the Director as needed. The work is carried out in accordance with established procedures and involves coordinating timely submittal of assessment information from local assessors and preparing all related reports. General direction is received from the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgment in planning the order of tasks and the methods used to accomplish assignments. The incumbent exercises direct supervision over assigned staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Prepares and maintains databases to run tax and assessment rolls, school, county/town, city and village taxes;
2. Collaborates directly with local assessors to ensure that reports and rolls are filed in an accurate, complete, and timely manner;
3. Utilizes the Real Property System (RPS) computer software to verify that files are accurate to ensure that final taxable values can be used for tax rate calculations;
4. Coordinates implementation of new versions and levels of RPS and informs the New York State Office of Real Property Tax Services (ORPTS) and the assessment community if any resulting problems need to be resolved;
5. Prints assessment rolls, tax rolls and tax bills for school, county/town, city and village taxes using a database management software program;
6. Assists with and checks the taxing jurisdiction values, balances local assessors' annual reports, and submits certain reports to the ORPTS;
7. Delivers appropriate computer files to escrow companies, tax collectors, the Niagara County Treasurer's Office and other County Departments and uploads tax and roll information onto the department's website;
8. Maintains an inventory of assessment and tax roll supplies to be used for each fiscal year;
9. Trains and supervises the work of assigned subordinate personnel;
10. Maintains, updates, and creates new material for the department website, including creation of database from RPS software data for online assessment and real property tax lookup site;
11. When necessary, attends meetings of the Niagara County Assessors Association to explain new information technology methods and procedures;
12. Reviews and approves weekly payroll and supply purchase requests, audits cash box and accounts payable records when needed;
13. Prepares, processes, and coordinates Correction of Error applications;
14. Maintains, processes and sends out County Payment in Lieu of Taxes (PILOT) files and billings.

**CONTINUED**

## **SUPERVISOR OF REAL PROPERTY TAX SERVICES CONTINUED**

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current methods, systems, and procedures utilized in the processing and maintenance of assessment and tax rolls and bills; thorough knowledge of account-keeping procedures and practices; good knowledge of tax laws, rules, regulations and supporting legal opinions; good knowledge of business arithmetic and English; working knowledge of the RPS system and its uses; skill in the use of modern computer software, hardware and related peripherals; excellent problem solving skills; ability to operate computer software at an acceptable rate of speed and accuracy; ability to read and understand property deeds, maps and other documents of a legal nature relating to property valuation and assessment; ability to establish working relationships with the general public, assessors, and other government officials; ability to understand and carry out complex oral and written instructions; ability to make arithmetical computations rapidly and accurately; ability to prepare and maintain records and reports; ability to communicate effectively; ability to train and supervise the work of others; a high degree of clerical aptitude and attention to detail; ability to lift at least fifty (50) pounds; tact and courtesy; initiative, organization and resourcefulness; neatness; sound professional judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of permanent competitive status as a Real Property Information Clerk in the Niagara County Real Property Office immediately preceding the date of written examination.

**OPEN COMPETITIVE QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND**

1. Graduation with a Bachelor's Degree in computer science or business administration **and** two (2) years of full-time paid satisfactory experience in a position working with real property related records such as: deeds, property transfer reports, title searches, tax maps, surveys, appraisal reports and closing statements in a municipality, state or federal government, law, real estate, abstract, or accounting office or related agency. The experience must include the use of database management software systems; **OR**
2. Graduation with an Associate's Degree in computer science or business administration **and** three (3) years of full-time paid satisfactory experience as defined in (1) above; **OR**
3. Five (5) years of full-time paid satisfactory experience as defined in (1) above.

**NOTE:** Degrees 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.