

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 2329700

Director Real Property Tax Services, M-5

Brief Description of Class Series

The Director Real Property Tax Services oversees the Office of Real Property Tax Services. The position exists only in the New York State Department of Taxation and Finance.

Distinguishing Characteristics

Director Real Property Tax Services: one-position class; non-competitive; oversees the activities of the real property tax services' programs; leads strategic property tax initiatives.

Illustrative Duties

Reporting to an executive management position, the Director Real Property Tax Services leads initiatives, including modernization efforts, in the department to make the real property tax administration and its systems more responsive to the needs of local governments, businesses, and taxpayers; works closely with federal, State, and local governments and the legislature to ensure understanding and cooperation in improving the use of the real property tax; ensures the receipt and processing of assessment rolls from localities and works with officials to improve the quality of assessments; manages the department's responses to complaints to the State Board of Real Property Tax Services on equalization rates, special franchise values, and STAR exemption determinations; and advises the Commissioner, the State Board, the Division of Budget, the Governor's Office, agency leadership, and other interested parties on issues related to real property tax administration.

Minimum Qualifications

Non-competitive: bachelor's degree and eight years of experience overseeing tax administration. Three years of this experience must have been at a managerial level.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

2/2023

KMR