



REAL PROPERTY INFORMATION SYSTEM SPECIALIST TRAINEE

Dutchess County Department of Real Property

Salary: \$65,924

DISTINGUISHING FEATURES OF THE CLASS:

This is a two-year traineeship designed to instruct incumbents about all data aspects of the Real Property Information System in Dutchess County which will involve learning and assisting in the development and provision of training programs of local assessment personnel in all aspects of real property tax assessment administration. Training consists of both structured classroom work and on-the-job training assignments. The training program may include classes provided by the NYS Office of Real Property Tax Services, NYS Assessors Association, and other institutions or vendors. Work assignments during the training period will be similar to those performed by Real Property Information Systems Specialist I, requiring interaction with department staff, as well as other County, municipal and state staff. Direct supervision is consistently available; however, successful candidates will be expected to perform under continually decreasing amounts of supervision. Supervision is not a responsibility of this position; however, the incumbent may lead and direct the work of lower-level employees. Travel will be a definite responsibility both in the Trainee position and the full professional position. Candidates who successfully complete the trainee period will automatically be appointed to Real Property Information System Specialist I without further examination.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Attends classroom training sessions, listens attentively, and takes notes;
2. Reads and reviews various written materials distributed during class or assigned by instructors as homework;
3. Reads and studies Real Property Tax Law, pertinent Opinions of Counsel, any supportive court cases pertinent to Real Property Tax Administration, and other documents as assigned by instructors or supervisors;
4. Completes various assignments including reading/study assignments, research assignments and/or reports dealing with any aspects of Real Property Tax Administration;
5. Participates in ensuring that requirements and specifications for data processing phases of the Real Property Information System are current and that the reports generated are correct;
6. Assists in developing practices and procedures for implementing Assessment Administration and the use of the Real Property Information System, and the training of local assessment personnel in them, and in the latest methods of reporting appraisal and assessment data;
7. May act as a back-up liaison between the Real Property Tax Service Agency, local assessors and officials, the Department of Computer Information Systems and the NYS Office of Real Property Tax Services;
8. Participates in reviewing state, county and local programs and ensures they are integrated into the Real Property Information System;
9. May at times lead and direct lower-level staff in the performance of day-to-day work.

MINIMUM QUALIFICATIONS:

Bachelor's degree including 24 credit hours in finance, mathematics, and /or computer operations or programming and one (1) year of work experience in real property assessment administration, tax collection, or municipal utility billing.

NOTE:

1. Candidates must submit a copy of their transcript with the application.
2. Your degree or college credit 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.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 5/8/2026