

Essex County Announces

A vacancy for the position of Assistant Director of Real Property Tax Services

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information and applications please contact:
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: (518) 873-3360
<https://www.co.essex.ny.us/jobs.asp>

VACANCY: *ESSEX COUNTY DEPARTMENT OF REAL PROPERTY*
SALARY: *\$34.36/Hr. (Hired PRIOR to 2009); \$30.92/Hr. (Hired AFTER 2009)*

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting a Director of Real Property Tax Service in the administration, supervision and operation of the Real Property Tax Services Agency. This is a supervisory position involving responsibility for providing accurate, timely information and real property appraisal, equalization and assessment. Work is performed under the supervision of the Director in accordance with policies established by the County Board of Supervisors and the State Board of Equalization and Assessment. Supervision is exercised over all employees in the tax map, appraisal and general tax services units. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid supervisory experience involving responsibility for planning, organizing and directing a work program as a part of or supplemental to either:

- (a) Five years of full-time paid *experience in the valuation of real property; or
- (b) Five years of full-time paid *experience in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax purposes; or
- (c) Graduation from a regionally accredited or New York State registered four-year college or university and three years of experience as defined in (a) and (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

NOTE: *Two years of college study in a related field may be substituted for one year of general experience, but in no case shall less than three years of the general experience including one year of the supervisory experience as outlined in the foregoing be acceptable.

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
FEBRUARY 16TH, 2021***

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

02/03/2021