

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Treasurer's Office is in search of:

Title Searcher

Salary: \$44,020 with excellent benefits as described below.

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position is responsible for performing title searches on properties with delinquent taxes, and for performing a variety of clerical tasks related to tax calculation and processing in the County Treasurer's Office. A high degree of accuracy and competence is essential in the performance of these duties due to the legal and financial impact of the work performed. The work is performed under the general supervision of the County Treasurer and the Deputy County Treasurer Tax Supervisor. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in Secretarial Science, Paralegal Studies, Business, Surveying, Drafting, Engineering Technology, or a closely-related field, and two (2) years of full-time or equivalent part-time paid experience involving research in, and/or compilation of information for, legal documents describing and relating to real property; **OR**
- (B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of full-time or equivalent part-time paid experience involving research in, and/or compilation of information for, legal documents describing and relating to real property.

Your degree 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. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until position has been filled. Send application/resume to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website, <https://stlaw-portal.mycivilservice.com/> or by contacting Human Resources

(315)379-2210. **AA/EEO**

Posted: 11/1/2024