

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Real Property Department is in search of:

COORDINATOR OF REAL PROPERTY TAX SERVICES III

Salary: \$64,781 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.

Duties of the position: This is responsible administrative and technical work involving the planning, organization, direction, and supervision of the technical and clerical staff of the Real Property Tax Service Office. This position provides advice on real property, equalization and assessment to county, city and town agencies and officials. The incumbent performs work assigned by the Director of Real Property Tax Service III. Work is subject to review by the Director of Real Property Tax Services III and by the State Board of Equalization and Assessment. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS:

- (A) Possession of Bachelor's Degree and two (2) years of satisfactory full-time paid experience in an administrative experience in finance and/or budget preparation or assessment role preparation in an office setting involving computer operation and other daily office functions; **OR**
- (B) Possession of Associate's Degree and four (4) years of satisfactory full-time paid experience as described in (A); **OR**
- (C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and six (6) years of satisfactory full-time paid experience as described in (A).

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.

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.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO

Posted: 06/23/25