



St. Lawrence County Government
Director of Real Property Tax Services III

St. Lawrence County is in search of a Director of Real Property Tax Services III.

Salary Range: \$95,302 – \$118,108

Position Overview

The Director of Real Property Tax Services III leads the County's Real Property Tax Service and Appraisal Department, serving as the primary resource for City and Town Assessors and the County Equalization Agency. This role ensures accurate and timely property valuation, equalization, and assessment processes, operating under the County Administrator with oversight from the State Board of Real Property Services. The position manages appraisal, technical, and clerical teams to deliver high-quality service and compliance with all applicable laws.

Primary Functions:

County-Level Responsibilities

- Supply data and guidance to the Equalization Agency and Board of Legislators.
- Oversee countywide property revaluation projects.
- Produce required annual and special reports for local and state entities.
- Conduct property appraisals for county acquisitions and sales.
- Supervise budget audits for towns and determine tax rates.
- Issue town tax warrants.

Support for Cities and Towns

- Maintain and update tax maps for assessor use.
- Provide expert appraisals for complex properties.
- Guide assessors in developing and maintaining assessment rolls and property records.
- Distribute state-mandated appraisal cards.
- Collaborate on assessor training programs provided by the state.
- Administer tax programs including municipalities, school districts, and special districts.

Additional Leadership Duties

- Manage sales of tax-foreclosed and surplus county property.
- Fulfill Recording Officer responsibilities for property transfer reports.
- Develop and oversee a comprehensive property tax service framework.
- Supervise, train, and mentor departmental staff.
- Advise on complex valuation challenges and provide advanced training to assessors.
- Direct the County's geographic information system (GIS) for the County, including contracts, schedules, and procedures.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma **AND**:

1. Eight (8) years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least three (3) years of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
2. Graduation from an accredited two-year college and seven (7) years of the experience described in (1) above; OR
3. Graduation from an accredited four-year college and six (6) years of the experience described in (1) above; OR
4. An equivalent combination of the education and experience described in (1) above, subject to the following:
 - a. One (1) year of graduate study may be substituted for one (1) year of the foregoing experience. No more than two (2) years of graduate study may be applied as a substitute for the foregoing experience; and
 - b. In no case shall less than four (4) years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property tax purposes be acceptable.

*20 CRR-NY 8188-4.3 regulations for minimum qualifications

For the job description, qualifications, and application, visit the St. Lawrence County website at www.stlawco.gov under Human Resources – County Job Postings.

Applications may be completed online through the Civil Service Employment Portal or requested from Human Resources at (315) 379-2210. EEO

Applications will be accepted until the position is filled.
Please submit online or mail to the Human Resources Department, Personnel Officer,
48 Court Street, Canton, NY 13617