

St. Lawrence County Government
Position Advertisement Form

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

Senior Real Property Tax Service Aide

Salary: \$54,214 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 supervisory and administrative work of a technical nature, involved in the County Real Property Assessment Program. An employee in this class coordinates and supervises the work of the department related to the operation of a data processing system used for the maintenance and production of assessment rolls and subsidiary records. Work includes the training, assignment, and review of the work of subordinate personnel in the preparation and editing of assessment data for computer processing. Work requires a high degree of familiarity with assessment methods and the operation of the data processing system used by the department. An incumbent serves as liaison in all matters concerning system operations between the department, local governmental officials, state agencies, and other county departments. Work is performed under general supervision with wide latitude for the exercise of independent judgment and action, and is reviewed through conferences and reports for results obtained. Supervision is exercised over lower-level Real Property Tax Service Aides and clerical personnel. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (A) Possession of an Associate's Degree in Business Administration, or closely related field; **OR**
- (B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of full time paid experience in real property assessments, appraisals, or sales.

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 position is currently being filled under the HELP Program and will not require an examination at this time.

The deadline for applications is **Monday, July 27, 2026.**

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

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