

St. Lawrence County Government
Position Advertisement Form

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

Real Property Tax Service Aide

Salary: \$45,075 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 position performs a variety of specialized clerical tasks involved in the county property valuation program. Work of this class involves the maintenance, correction, and updating of real property file content sheets used in conjunction with a computer system for the processing of assessment rolls and related data. Work includes responsibility for performing a variety of filing, editing, and arithmetic operations and involves considerable contact with assessment data from town assessors in the preparation of assessment. Work is performed under general supervision and in accordance with established procedures. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and six (6) months of clerical experience which shall have included the use of real estate, title searching or assessment terminology, and the use of a computer terminal; **OR,**
- B. Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience involving the maintenance of financial accounts and records, operation of a computer, and contact with the public.

Additional Employment Information: This position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until the position is filled.

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
EEO

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