



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Real Property Tax Service Aide
\$14.22 per hour**

Full benefits package including NYS Retirement

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS:

Graduation from high school and two years of experience in work involving familiarity with real property assessment records, real estate values or title searching techniques.

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for performing a variety of sub-professional tasks in the administration of the county property valuation program. This position involves responsibility for assisting town assessors in the preparation of assessment rolls including review of changes made by the assessors. The work is performed under supervision of the Director of Real Property Tax Services with leeway allowed for the exercise of independent judgement in carrying out the details of the work assignments. As the position is located in the same office area as the County Treasurer, the incumbent also provides basic administrative assistance as necessary to the County Treasurer. Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of building methods and real property values; working knowledge of modern property assessment methods; demonstrated ability to read and understand property deeds, maps and other documents of legal nature relating to property valuation and assessment work; ability to explain basic concepts of the Data Processing System to Town Assessors; ability to collect and record property valuation information from a variety of sources; ability to interpret simple sketches, maps and plans; ability to deal effectively with the public; good judgement; resourcefulness; physical condition commensurate with the duties of the position

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:
September 30, 2018
or until position is filled

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Reviews and approves or revises changes to the assessment rolls;
Assists town assessors by demonstrating proper methods and procedures for maintaining and updating assessment records;
Confers with general public, officials of government, and town assessors on appraisal records;
Corrects errors on tax rolls and resolves problems resulting there from;
Explains operation of data processing system and its relation to assessment records;
Prepares various reports relating to property valuations;
Performs a variety of related duties in connection with the work of the real property tax service agency and the Office of the County Treasurer.

Posting Date: September 17, 2018