



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Real Property

**Job Title:** REAL PROPERTY TAX RESEARCH TECHNICIAN

**Salary Range:** \$50,068 - \$59,246\* (\*Based on years of service employed with Saratoga County)

**Work Location:** 40 McMaster Street, Ballston Spa, NY 12020

**Classification:** Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

#### Job Description

This work involves the performance of a variety of clerical tasks in the control and maintenance of real property tax data. Although the duties are of a clerical nature, incumbents must be able to learn the terminology used in real property transactions and be able to read and understand technical documents such as tax maps. Work is performed under the direct supervision of a Tax Map Supervisor or other division supervisor in accordance with set procedures prescribed by the Saratoga County Real Property Tax Services Agency. Supervision is not a regular function of the position although some instructions may be given to lower-level clerical personnel. Performs related duties as required.

#### Minimum Qualifications (at least)

Graduation from high school or possession of a high school equivalency degree and two (2) years of full-time paid clerical experience involving the use of real property assessment or appraisal records

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside 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.)

#### Typical Work Activities (\*Illustrative)

- Receives recorded documentation from County Clerk and sorts as to required action;
- Reviews deeds ensuring legal description, parcel and conveyance information are accurate are comparable to our tax map;
- Searches online records for documentation relating to real property and tax map revisions such as appropriations, leases, surveys and deed agreements;
- Assists general public with inquiries on assessment, tax map, parcel and auction related information;
- Assists surveyors/attorneys in process for filing of tax map documentation;
- Researches property records, tax maps, tax rolls and deeds for discrepancies and errors;



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- Assists in tax foreclosure proceedings;
- May operate computing, copying, scanning, calculating and other office machines;
- Maintains a variety of related records and reports.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*